



Western Computer Services, Inc.

631 N Last Chance Gulch

Helena MT 59601

Phone: (406) 443-5491

Secretary of State

Room 260, Capitol, P.O. Box 202801

Helena, MT 59620-2801

Phone: (406) 444-2034

Key WESCO Contacts

Project Manager: Sandeep Tandon

Project Manager: Glen Gormely

Key SOS Contacts

Project Manager: James Thomas

Deputy, Elections & Legislative Bureau: Elaine Graveley

SOS-SVRS System Business Requirements

Project Name: Montana HAVA Statewide Voter Registration System

Document Version: 0.11

Filename: SOS-SVRS System Business Requirements v0.11.doc

Last Modified: 12/23/2004 12:17 AM

Last Printed: 12/23/2004 1:12 AM

Table of Contents

Table of Contents	2
1. Introduction.....	4
1.1. Contract Reference	4
1.2. About this Document	4
1.3. Revision History	4
1.4. Related Documents	7
1.5. Terms and Acronyms	7
1.6. Approval Signatures	7
2. Project Overview	8
2.1. Overview	8
2.2. High Level Component Model Diagram.....	9
2.3. Requirements Gathering Process	11
2.4. Resulting Requirements Categorizations	12
2.5. Out-Of-Scope Tasks	13
2.6. User Groups	14
3. Actors	16
4. External Entities & Systems	17
5. Specific Functional Requirements.....	18
5.1. Voter Information Maintenance	20
5.2. County Information Maintenance.....	24
5.3. Poll Worker Information Maintenance	25
5.4. Election Information Maintenance	26
5.5. Absentee Ballot Information Maintenance.....	27
5.6. Petition Information Maintenance	28
5.7. Report Generation	29
5.8. Mail Ballot Information Maintenance	32
6. Use Case Model.....	33
6.1. Business Use Cases	33
6.2. Requirements - Use Case Traceability Matrix.....	36
6.3. UC1 - Create New Registered Voter.....	38
6.4. UC2 - Maintain Existing Registered Voter Information.....	60
6.5. UC3 - Maintain Poll Work Information For A Registered Voter	78
6.6. UC4 - Maintain Election Participation Information For A Registered Voter.....	82
6.7. UC5 - Maintain Petition Participation Information For A Registered Voter.....	86
6.8. UC6 - Maintain Absentee Ballot	90
6.9. UC8 - Interface With DMV For Driver's License Renewals	99
6.10. UC9 - Interface With DPHHS	103
6.11. UC10 - Interface With Department Of Corrections	107
6.12. UC11 - Maintain Election Information	111
6.13. UC12 - Maintain County Information.....	113
6.14. UC13 - Maintain Petitions	121

6.15.	UC14 - Maintain Mail Ballot	124
6.16.	UC15 - Generate Reports	130
7.	External Interface Requirements.....	160
7.1.	Interface with DMV	160
7.2.	Interface with DPHHS.....	161
7.3.	Interface with Department of Corrections.....	162

DRAFT

1. Introduction

1.1. Contract Reference

The system business requirements document is created for the “Montana HAVA Statewide Voter Registration System Requirements Definition SOW Contract Number - SPB-04-838B” for the Secretary of State.

1.2. About this Document

This document describes the requirements for the “Montana HAVA Statewide Voter Registration System Requirements Definition”. The purpose of the document is to define the business needs for the envisioned application. This is not a design document. This document will be an input to the functional and technical design phases of the project.

1.3. Revision History

DATE	VERSION	CONTRIBUTOR	CHANGES
11-Oct-04	0.1	Sujatha Babu	First Draft.
11-Oct-04	0.2	Sujatha Babu	Incorporated review comments from Sandeep Tandon.
21-Oct-04	0.3	Sujatha Babu	Incorporated review comments from James Thomas: <ul style="list-style-type: none"> - Sec 1.4, 1.5: Specify the HAVA bill number. - Sec 1.5: Added additional acronyms. - Sec 2-1: Made minor modifications to the text. - Sec 2.3: Specified that Visio will be used to depict the activity diagrams. - Sec 2.4: Incorporated an additional column for description of the subject area. - Sec 4: Specified the agency name to the external entity. Also included the reason for interfacing with the external entity. - Sec 5.1: Included HAVA priority, county priority, ETT priority, and audience segment for each business process.
1-Nov-04	0.4	Sujatha Babu	Incorporated contents for sections 2.2, 5, 6, and 7. Also incorporated review comments from the internal team.
2-Nov-04	0.5	Sujatha Babu	Incorporated HAVA & Title 13 priority, SOS priority, and county priority for the business requirements based on discussions with the internal team.
3-Nov-04	0.6	Sujatha Babu	Incorporated review comments from Ryan Weisser.

DATE	VERSION	CONTRIBUTOR	CHANGES
9-Nov-04	0.7	Sujatha Babu	<p>Incorporated discussions on open items:</p> <ul style="list-style-type: none"> - UC2.5, UC2.11: The status of a voter who was erroneously marked as deceased will be changed from "purged" to "legally registered" by the County Clerk. - BR7.7, UC15.8: Added details of the demographic report that can be generated by the Secretary of State Staff. - BR7.8, UC15.10: Added new requirement on the duplicate voter report that can be generated by the Secretary of State Staff. - UC1.2, UC2.2: Track mode by which the voter registration information was obtained (e.g. walk-in, via postal mail, from DMV, from DPHHS etc.) - UC1.5: Updated the list of roles that a poll worker can serve as. - BR3.2, UC3.1: Updated requirement to maintain information on the election that a poll worker will serve in. - BR3.3, UC15.11: Added new requirement on confirmation letter to be sent to poll worker. <p>Also incorporated review comments from Brenda.</p>
10-Nov-04	0.8	Sujatha Babu	<p>Incorporated discussions on open items:</p> <ul style="list-style-type: none"> - UC2.14: Added new requirement for updating voter information when a confirmation card is received back from the voter. - UC6.1: Incorporated requirement for absentee ballots for overseas and military personnel. - UC6.2: Updated requirements for receiving absentee ballots from provisionally registered voter. - UC6.3: Up to 3 absentee ballots can be marked as spoilt for a voter for an election. An absentee ballot can be marked as spoilt only till the day before the election. - UC15.9: Updated requirements for Certificate of Registration
11-Nov-04	0.9	Sujatha Babu	Changed the page setup for sec 6.2.
17-Nov-04	0.10	Sujatha Babu	<p>Incorporated review comments from ETT:</p> <ul style="list-style-type: none"> - Sec 5: Included the ETT priority for the requirements. - BR1.1, UC1.1: County Clerk can also search on mailing address and residence address. - BR1.5, UC1.8, UC2.9: County Clerk can view either just the signature portion of the scanned card or the complete scanned card for a voter. - BR1.8, UC2.2: County Clerk can maintain information specified in the Cancellation Card and whether the voter is permanently excused from jury duty. - BR1.9, UC1.7: Only the County Election Administrator can view and maintain address information and scanned cards for a voter whose information needs to be confidential. Only the County Election Administrator can maintain that the voter's information is no longer confidential. - BR1.10, UC2.11: Only the County Election Administrator can maintain that the voter is not deceased. - BR1.14, UC15.2: A confirmation notice is not mailed if the

DATE	VERSION	CONTRIBUTOR	CHANGES
			<p>voter submitted a voter registration card or transfer of address card since the day when the previous federal election was conducted. The voter may also be contacted directly instead of receiving a confirmation notice via mail.</p> <ul style="list-style-type: none"> - BR1.17, UC8, UC15.12: Added new requirement that the County Clerk can generate a letter for a registered voter requesting that the voter update his/her information based on driver's license renewal information sent by DMV. - BR2.1, UC12.2: When re-districting information is entered for a county, the system will automatically update the districting assignment information for all the voters in the county. - BR3.4, UC15.13: Added new requirement to generate certificates for trainings attended by poll workers. - BR3.5, UC15.14: Added new requirement for financial report required for payments to be made to poll workers. - BR7.7, UC15.8: Demographic report can be run for one or more counties. - UC1.5: Maintain additional information for poll worker such as party affiliations, roles interested in serving as a poll worker etc. Also updated requirement on maintaining poll worker information in case the voter transfers across counties. - UC3.1: The County Clerk can replicate the poll workers for an election based on the assignments in a previous election. The County Clerk can then update these assignments, if needed. - UC4.1: The County Clerk can choose to scan the bar code of voters who did not participate in an election instead. - UC5.1: County Clerk can maintain information on non-registered voters who signed a petition. - UC6.1: A military or overseas voter may request that an absentee ballot not be automatically sent to them. Also automatically assign a sequential number to the absentee ballot request received from the county. - UC6.2: County Clerk can maintain how an absentee ballot was received from a voter. - UC6.3: Removed restriction on timeline till when an absentee ballot can be marked as spoilt. - UC11.1: The County Clerk can also maintain the closing date for an election. - UC12.1: The County Clerk can maintain the list of poll worker roles and hourly rates for his/her county. - UC12.3: The County Clerk can also maintain polling station information about the equipments, number of booths, and number of booths for disabled voters. - UC12.4: The County Clerk cannot modify non-customizable fields in the template. - BR7.9, UC15.16: Added new report requirement for audit trail report. - Sec 2.2, 2.4, 5.8, UC14, UC15.15: New requirement for mail ballots <p>Also incorporated risks and dependencies for the requirements listed in section 5.</p>

DATE	VERSION	CONTRIBUTOR	CHANGES
10-Dec-2004	0.11	Sujatha Babu	Incorporated review comments from SOS and Maximus based on SOS-SVRS System Business Requirements v0.10_MAXIMUS_James_Charley.doc

1.4. Related Documents

DOC #	TITLE
-	Chapter 2 and chapter 27 of Title 13 – Election Laws, State of Montana 2003
-	Sec 303 of Help America Vote Act 2002, Oct. 29, 2002 - [H.R. 3295]
-	SOS-SVRS Project Vision v0.3.doc
-	SOS-SVRS Technical & General Requirements v0.5.doc
-	SOS-SVRS Open Items spreadsheet v0.9.xls

1.5. Terms and Acronyms

TERM	DEFINITION
DMV	Department of Motor Vehicles
DPHHS	Department of Public Health & Human Services
ETC	Election Technology Commission
ETT	Election Task Force
HAVA	Help America Vote Act, Oct. 29, 2002 - [H.R. 3295]
SOS	Secretary of State
SME	Subject Matter Expert
SVRS	Statewide Voter Registration System
UML	Unified Modeling Language
WESCO	Western Computer Services Inc.

1.6. Approval Signatures

James Thomas, Project Manager	Date	Document Version
Elaine Graveley, Deputy Elections & Legislative Bureau	Date	Document Version

2. Project Overview

2.1. Overview

The Montana Secretary of State (SOS) oversees the voter registration and election process. Currently each county maintains an independent list of registered voters within its county. At periodic intervals, the counties send the voter details from its county to the Montana SOS's office. The current system does not meet the federal guidelines outlined in the Help America Vote Act (HAVA).

The Secretary of State is required to implement a uniform voter registration system for the state of Montana in order to meet the federal guidelines as outline in HAVA. This system will serve as the voter registration list for the conduct of all elections in the state of Montana. The envisioned solution, named Statewide Voter Registration System (SVRS), will include a centralized real-time voter database that will form the basis for maintaining information of registered voters. Among other things, SVRS will interface with applications in other departments such as the Department of Motor Vehicles (DMV), Department of Corrections, and the Department of Public Health & Human Services (DPHHS) for validating registered voter information. The information maintained in the envisioned application will be used to conduct all elections in the state of Montana including federal, state, county, city, and school districts.

The first phase of this implementation effort involves gathering & analyzing requirements, and making recommendations for the envisioned solution. This phase has been detailed in the Statement of Work executed between SOS and WESCO. The subsequent phases include designing, developing, testing, and deploying the automated processes have not been detailed out yet. The deployment date for the envisioned solution is January 1, 2006.

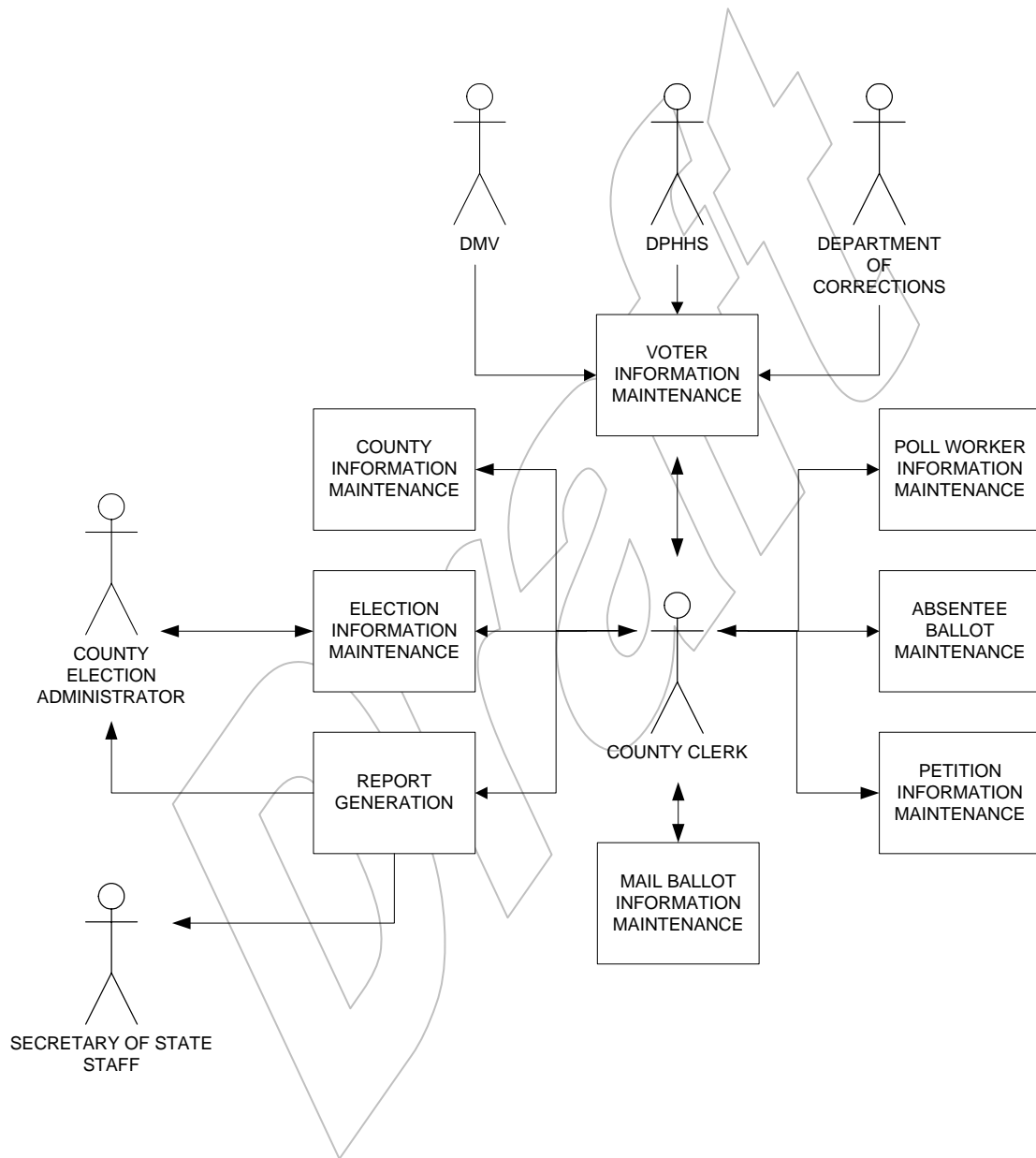
2.2. High Level Component Model Diagram

The Statewide Voter Registration System will serve as the voter registration list for the conduct of all elections in the state of Montana. This system will allow the County Clerk to maintain information on registered voters, poll workers, absentee ballots, mail ballots, petitions, and elections for the county. As a part of maintaining registered voter information, the system will interface with applications in the Department of Motor Vehicles (DMV), Department of Corrections, and the Department of Public Health & Human Services (DPHHS) for validating registered voter information.

The system will also allow the County Clerk, Secretary of State Staff, and the County Election Administrator to execute ad hoc queries and generate the following sets of reports:

- Voter registration reports
- Absentee ballot reports
- Mail ballot reports
- County reports
- Jury lists
- Poll worker reports
- Election maintenance reports
- Petitions reports

The users and features of the system are depicted in the diagram below:



2.3. Requirements Gathering Process

This requirements gathering effort was an interactive process whereby analysts gathered system requirements by interacting with end users, domain experts and other stakeholders. Before the start of the requirements gathering process, the system vision document was created. The vision document details the goals, scope of the system and the benefits of the envisioned application.

After identifying the System Vision, the first step in this requirements gathering process was to identify the roles of individuals who will use the envisioned application. In this document the role is referred to as an actor. Other systems that use or are used by the envisioned application are referred to as external entities and interfaces. The next step was to identify and interview the Subject Matter Experts (SMEs) who provided high-level requirements for the functionality of the system. Discussions with the SMEs helped detail the way an actor interacts with the envisioned application. Each such representation is called a use case. This provides for greater completeness and consistency, and also provides a better understanding of the importance of a requirement from a user's perspective. Each such user interaction representation is called a Use Case. The final step in the process was to rank the requirements by priority based on inputs from SOS and the Election Technology Taskforce (ETT).

The requirements for each Use Case are detailed using:

- A text document to describe the use case in detail along with the interactions between the actor and the system
- A Visio diagram to depict the same interactions in a visual form

In addition to the use cases, supplementary requirements specifications have been documented that are generic and not specific to a particular use case.

For the envisioned application, initial requirements gathering sessions were held with James Thomas & Elaine Graveley. As a part of these sessions, James Thomas & Elaine Graveley also identified SMEs in the counties who provided detailed requirements. Two questionnaires were drafted, approved, and sent to the counties for their inputs. Meetings were held with the identified SMEs to identify detailed requirements for the county.

In parallel, meetings were held with representatives from DMV, DPHHS, Department of Corrections, and Legislative Services to gather requirements on the interfaces with external entities. A list of states that have or are implementing the HAVA regulations was also identified. A list of questions to be discussed with the other states was drafted, and approved. After interviewing representatives from these States, the information about the processes and practices used in these states have been incorporated in the general requirements specifications document.

Based on the discussions with the counties, external agencies, and SOS, the business requirements, general requirements, and technical requirements have been arrived at and documented in this document.

2.4. Resulting Requirements Categorizations

At a high level, the envisioned application can be divided into the following subject areas. Section 5 provides the detailed requirements for each of these areas.

SUBJECT AREA	SUBJECT AREA DESCRIPTION
Voter Information Maintenance	Create and maintain registration information and transfer of registration information for a registered voter including the voter's name, address, SSN or license number or state id, status, scanned documents, etc. Also generate voter registration cards, voter identification cards, confirmation notices etc.
County Information Maintenance	Create and maintain information for a county including precinct and polling places information for the county, customized document templates etc.
Poll Worker Information Maintenance	Create and maintain information about registered voters who are willing to serve as poll workers, the precincts that he/she can serve, etc.
Election Information Maintenance	Create and maintain information of elections held or to be held in the county including general elections, school elections, etc. Also maintain information on the elections that a registered voter participated in.
Absentee Ballot Maintenance	Create and maintain information about absentee ballots requested and sent to registered voters, and absentee ballots marked as spoilt.
Petition Information Maintenance	Create and maintain information about petitions that are filed with a county such as petition number, description etc. Also maintain information on the petitions that a registered voter participated in.
Mail Ballot Maintenance	Create and maintain information about mail ballots sent to registered voters, and received back from registered voters.
Report Generation	Generate reports and ad hoc queries. The groups of reports identified are voter registration reports, county reports, poll worker reports, election reports, absentee ballot reports, and petition reports.

2.5. Out-Of-Scope Functions

The following functions are out of the scope of this project:

1. DMV, Department of Corrections, and DPHHS accessing data directly from the central voter database for updating or validating their application data.
2. Changes to the application at DMV, Department of Corrections, and DPHHS for validating voter registration information.
3. Real time interface with the polling booth to automatically update the voting details of a registered voter.
4. Management of hardware assets deployed to the counties such as scanners, computers etc.
5. Financial reporting such as cost of printing mailing labels, etc.
6. Functionality and process of the current voter registration applications in the counties that is not related to the voter registration process such as making payments to poll workers.
7. Providing access to registered voter information to the general public.
8. Interfaces with the GIS applications currently available at the state and counties.
9. Provide GIS functionality.
10. Changes to or interfaces with the current applications used by the counties.
11. Changes to the e-Government portal for interface with the envisioned application.
12. Tracking of changes to driver's license numbers at DMV.
13. Providing for same day voter registration.
14. Providing for corporation voting.
15. Transfer of county responsibilities to another county in case of emergency.
16. Non-visual access.
17. Validation of U.S. Citizenship.

2.6. User Groups

The user groups that manage or are involved in the various subject areas are listed below. The requirements for each subject area as defined in this document were specified by the corresponding user group representatives and the Secretary of State team (James Thomas & Elaine Graveley).

#	USER GROUP	GROUP REP.	SUBJECT AREA
1.	Secretary of State office	<ul style="list-style-type: none"> James Thomas Elaine Graveley Janice Doggett 	<ul style="list-style-type: none"> Voter Information Maintenance County Information Maintenance Poll Worker Information Maintenance Election Information Maintenance Absentee Ballot Information Maintenance Petition Information Maintenance Report Generation HAVA
2.	County Clerks	<ul style="list-style-type: none"> Debbe Marceal (Missoula) Diane Murrer (Flathead) Kathie Newgard (Lake County) Duane Winslow (Yellowstone) Cyndy Maxwell (Bighorn) 	<ul style="list-style-type: none"> Voter Information Maintenance County Information Maintenance Poll Worker Information Maintenance Election Information Maintenance Absentee Ballot Information Maintenance Petition Information Maintenance Report Generation
3.	Department of Public Health & Human Services - Vital Statistics	<ul style="list-style-type: none"> Dan Forbes Jim Edgar 	Voter Information Maintenance
4.	Department of Corrections	Jim Heidlebaugh	Voter Information Maintenance
5.	Department of Justice - Motor Vehicles Division	<ul style="list-style-type: none"> Liza Sorensen Greg Moose 	Voter Information Maintenance
6.	GIS	<ul style="list-style-type: none"> Stuart Kirkpatrick Susan Fox 	County Information Maintenance
7.	ETT	<ul style="list-style-type: none"> Cyndy Maxwell Duane Winslow Janice Hoppes Joann Johnson Kathie Fleharty Shelley Vance Vickie Zeier 	<ul style="list-style-type: none"> Voter Information Maintenance County Information Maintenance Poll Worker Information Maintenance Election Information Maintenance Absentee Ballot Information Maintenance Mail Ballot Information Maintenance Petition Information Maintenance Report Generation
8.	Wistek Providers	Mike Stroop	Current Centralized Voter Database

#	USER GROUP	GROUP REP.	SUBJECT AREA
9.	Oracle Corporation	– Dan Bissi	– Program Manager
10	State of Montana Information Technology Services Division	– Steve Noland – Charley Vander Voort	– SummitNet – Wide Area Networks

DRAFT

3. Actors

Individuals in the following roles will interact with the envisioned application:

#	ACTOR	DESCRIPTION
1	County Clerk	An individual who works in the County Clerk & Records office that maintains voter registration information.
2	County Election Administrator	An individual designated by a county governing body to be responsible for all election administration duties in that county.
3	Secretary of State Staff	An individual who works in the SOS's office who oversees the election process.
4	User Administrator	An individual who works in the county office who manages the application user information.
5	System Administrator	An individual who works in the SOS's office who maintains the application code, values and security roles.

4. External Entities & Systems

The envisioned application will interface or exchange data with the following systems or organizations:

#	EXTERNAL ENTITIES	DESCRIPTION
1	Department of Justice - Motor Vehicles Division	A Montana state government agency that issues motor vehicle licenses to residents in the state of Montana. The envisioned application will interface with this agency to verify the license number. The agency will interface with the Social Security Administrator (SSA) office to verify Social Security Number (SSN) details.
2	Department of Public Health & Human Services - Vital Statistics	A Montana state government agency where individuals can file for death certificates for a deceased Montana state resident. The agency will provide the envisioned application with information about Montana state residents who died in the state of Montana.
3	Department of Corrections	A Montana state government agency that tracks felons etc. The agency will provide the envisioned application with information about Montana state residents who are felons.

5. Specific Functional Requirements

This section lists the business requirements for the envisioned application. This includes the priority, risk, and dependencies for each business requirement.

The priorities are classified as follows:

#	PRIORITY TYPE	PRIORITY TYPE DESCRIPTION	PRIORITY CLASSIFICATION	PRIORITY CLASSIFICATION DESCRIPTION
1.	HAVA	Priority as per guidelines specified in HAVA	High	Mandatory to implement
			Medium	Subject to interpretation as requirement
			Low	Not in scope and not specified as a part of HAVA
2.	Title 13	Priority as per guidelines specified in Title 13	High	Mandatory to implement
			Medium	Subject to interpretation as requirement
			Low	Not in scope and not specified as a part of Title 13
3.	SOS	SOS's interpretation based on HAVA, Title 13, statewide implementation needs, and administration needs	High	Mandatory to implement
			Medium	Additional non-mandatory functionality of value that is required
			Low	Additional non-mandatory functionality with lesser value
4.	County	Interpretation based on interview with the county	High	All counties interviewed use/desire the functionality
			Medium	Three or more counties interviewed use/desire the functionality
			Low	Less than three counties interviewed use/desire the functionality
5.	ETT	Based on inputs from meetings with the ETT	High	All ETT members use/desire the functionality
			Medium	Half of the ETT members use/desire the functionality
			Low	Less than half of the ETT members use/desire the functionality

The risks are classified as follows based on the priority assigned to the requirements:

#	RISK CLASSIFICATION	RISK CLASSIFICATION DESCRIPTION
1.	High	High priority requirement as per HAVA, Title 13, SOS, county, or ETT
2.	Medium	Medium priority requirement as per HAVA, Title 13, SOS, county, and ETT
3.	Low	Low priority requirement as per HAVA, Title 13, SOS, county, and ETT

As a part of identifying dependencies between the requirements, we identified that Voter Information Maintenance, County Information Maintenance, and Election Information Maintenance are core subject areas that are dependent on each other at a high level. All of these subject areas need to be implemented. Requirements in any of these subject areas cannot be implemented without implementing requirements in the other subject areas. The other subject areas are, in turn, dependent on one or more of these three subject areas. The dependencies between the requirements within the same subject area have been identified in the dependency column in the following sections.

5.1. Voter Information Maintenance

REQ ID	REQUIREMENT	DESCRIPTION	PRIORITY					AUDIENCE SEGMENT	RISKS	DEPENDENCIES	USE CASES
			HAVA	TITLE 13	SOS	COUNTY	ETT				
BR1.1	County Clerk can search for a voter.	A County Clerk can search for a voter record based on a combination of first name, last name, last 4 digits of SSN, license number, state number, date of birth, mailing address, and residence address.	High	High	High	High	High	County Clerk	High		UC1.1, UC2.1
BR1.2	County Clerk can add a new voter.	If the voter is not a previously registered voter, the County Clerk can add the voter to the system based on the information provided in the voter registration card. The County Clerk can only add a new voter residing within their county. The voter is added as a "provisionally registered voter" till the voter information is verified.	High	High	High	High	High	County Clerk	High	BR1.1	UC1.2
BR1.3	Automatically assign a unique identifier to each voter registered in the system.	When a new voter is entered in the system, automatically assign a unique identifier to the voter record.	High	High	High	High	High	County Clerk	High	BR1.2	UC1.2
BR1.4	County Clerk can notify another county if a voter transferred across county lines.	A voter may indicate the place where he/she was last registered in the Voter Registration Card. A County Clerk may also identify that the voter was already registered in another county by searching for the voter in the system. In case of transfers across county lines, the County Clerk can notify the former county about the transfer of the voter.	High	High	High	High	High	County Clerk	High	BR1.1, BR1.2, BR1.8	UC1.4, UC2.4

REQ ID	REQUIREMENT	DESCRIPTION	PRIORITY					AUDIENCE SEGMENT	RISKS	DEPENDENCIES	USE CASES
			HAVA	TITLE 13	SOS	COUNTY	ETT				
BR1.5	County Clerk can view and maintain scanned voter registration and transfer cards.	County Clerk can view and maintain scanned documents such as voter registration cards, transfer cards, cancellation cards etc. The County Clerk can view either the entire scanned card or only the signature portion of the scanned card. Ability to view just the signature will be used during petition signature verification.	Low	Low	Medium	High	High	County Clerk	High	BR1.1, BR1.2, BR1.8	UC1.8, UC2.9, UC2.10
BR1.6	Automatically assign the voter to the correct district if districting information is available for the county.	When a new voter is added or when a voter's address is changed, the voter needs to be assigned the following districting information: polling place, precinct, ward, school, house, senate, and any other county-specific districting information. If the county maintains districting information, then the voter will be assigned the above automatically based on the districting information.	Low	Low	Medium	High	High	County Clerk	High	BR1.2, BR1.8	UC1.2, UC2.2, UC2.7
BR1.7	County Clerk can assign a voter to a districting parameter.	The county clerk can assign the voter to the following: Polling place, precinct, ward, school, house, senate, and any other county-specific districting information. Whether the assignment was made manually or automatically, the county clerk can override the assignment.	High	High	High	High	High	County Clerk	High	BR1.2, BR1.8, BR1.7	UC1.6, UC2.7
BR1.8	County clerk can maintain voter registration information for an existing voter.	A County Clerk can maintain voter registration information ONLY for voters residing in their own county. This includes the voter information specified in the Voter Registration Card, Transfer of Address Card, Cancellation Card, or the Confirmation Cards received from the voter.	High	High	High	High	High	County Clerk	High	BR1.1	UC2.2, UC2.14

REQ ID	REQUIREMENT	DESCRIPTION	PRIORITY					AUDIENCE SEGMENT	RISKS	DEPENDENCIES	USE CASES
			HAVA	TITLE 13	SOS	COUNTY	ETT				
BR1.9	County Clerk can maintain that a voter's address information as confidential.	A County Clerk can indicate that the voter's address is confidential. The address for such voters will not be printed on any reports. Only the County Election Administrator can view and maintain the address and scanned cards for the voter. Only the County Election Administrator can indicate that the address is no longer confidential.	High	High	High	High	High	–County Clerk –County Election Administrator	High	BR1.2, BR1.8	UC1.7, UC2.8
BR1.10	County Clerk can mark a voter as deceased.	Based on the notification from DPHHS, the County Clerk can mark a voter as deceased if the voter is registered in the system. Only the County Election Administrator can mark that a voter is not deceased.	High	High	High	High	High	–County Clerk –DPHHS –County Election Administrator	High	BR1.2, BR1.8	UC2.11, UC9.1
BR1.11	County Clerk can maintain the status of a registered voter.	Based on certain business rules, the County Clerk can update the status of a registered voter.	High	High	High	High	High	County Clerk	High	BR1.2, BR1.8, BR1.10	UC2.5
BR1.12	County Clerk can generate a Voter Registration Card for the voter to review and sign.	The County Clerk can generate an unsigned Voter Registration Card from the system for a voter. The registration card will include a bar code that uniquely identifies the voter.	Low	Low	Low	Medium	High	County Clerk	High	BR1.2, BR1.8	UC1.9, UC2.12
BR1.13	County Clerk can generate Voter Identification Cards.	When a registered voter is entered in the application, the County Clerk can generate Voter Identification Cards.	High	High	High	High	High	County Clerk	High	BR1.2, BR1.8	UC1.10, UC2.13
BR1.14	County Clerk can generate a Voter Confirmation Card to be mailed out to a voter.	The County Clerk can generate the first and second Voter Confirmation Cards from the system. The County Clerk can also indicate that the voter was contacted via a door-to-door campaign instead of receiving confirmation cards via mail.	High	High	High	High	High	County Clerk	High	BR1.2, BR1.8	UC15.2

REQ ID	REQUIREMENT	DESCRIPTION	PRIORITY					AUDIENCE SEGMENT	RISKS	DEPENDENCIES	USE CASES
			HAVA	TITLE 13	SOS	COUNTY	ETT				
BR1.15	The system can automatically check for voter matches with external agencies.	Based on information received from external agencies such as DMV, DPHHS, and Department of Corrections, the system can automatically flag a match if the voter is already registered in the system.	High	High	High	Medium	High	- DPHHS - DMV - Dept. of Corrections	High	BR1.2, BR1.8	UC1.3, UC2.3, UC7.1, UC9.1, UC10.1
BR1.16	The system will notify the County Clerk about a potential voter match with external agencies.	The system will automatically check for a voter match based on information received from DMV, Department of Corrections, and DPHHS. If a match is found, the system will automatically notify the County Clerk of the county that the voter is registered with.	High	High	High	Medium	High	-	High	BR1.2, BR1.8, BR1.15	UC7.1, UC9.1, UC10.1
BR1.17	If the voter had renewed his/her driver's license with DMV but had not provided the County Clerk with the updated Driver's license, the County Clerk can generate a letter to the registered voter requesting their updated information.	If the voter had renewed his/her driver's license with DMV but had not provided the County Clerk with the updated Driver's license, the County Clerk can generate a letter to the registered voter requesting for updated voter information.	Low	Low	High	High	High	County Clerk	High	BR1.2, BR1.8	UC8.1, UC15.12

5.2. County Information Maintenance

REQ ID	REQUIREMENT	DESCRIPTION	PRIORITY					AUDIENCE SEGMENT	RISKS	DEPENDENCIES	USE CASES
			HAVA	TITLE 13	SOS	COUNTY	ETT				
BR2.1	County Clerk can maintain street districting information.	The County Clerk can maintain information of streets and the districting parameters for his/her county. In case of re-districting, the system can automatically update the districting assignment information for all the voters in the county.	Low	Low	High	High	High	–County Clerk –County Election Administrator	High	BR2.2	UC12.2
BR2.2	County Clerk can maintain county information.	The County Clerk can maintain information about the county such as name, address, signatory details, contact details etc.	Low	Low	High	High	High	County Clerk	High		UC12.1
BR2.3	County Clerk can maintain polling station information.	The County Clerk can maintain information about the polling stations in the precinct in the county.	Low	Low	High	High	High	County Clerk	High	BR2.2	UC12.3
BR2.4	County Clerk can maintain templates of letters to be mailed from the system.	The County Clerk can create new, update or delete existing templates of letters that need to be mailed from the system. A county can use a standard template or create its own. Not all templates can be edited by the county. For example, the County Clerk cannot edit the Voter Registration Card template.	Low	Low	Medium	Medium	High	County Clerk	High	BR2.2	UC12.4

5.3. Poll Worker Information Maintenance

REQ ID	REQUIREMENT	REMARKS	PRIORITY					AUDIENCE SEGMENT	RISKS	DEPENDENCIES	USE CASES
			HAVA	TITLE 13	SOS	COUNTY	ETT				
BR3.1	County Clerk can indicate that a voter is a poll worker.	If a voter specifies that he/she is willing to be a poll worker, the County Clerk will indicate that the voter is a poll worker.	Low	Low	High	High	High	County Clerk	High		UC1.5, UC2.6
BR3.2	County Clerk can maintain poll worker information for a voter.	The County Clerk can maintain information on the election that the poll worker will serve, the number of hours worked by a poll worker for a specific election etc.	Low	Low	Medium	Medium	High	County Clerk	High	BR3.1	UC3.1
BR3.3	County Clerk can generate a confirmation letter to one or more poll workers.	The County Clerk can generate a confirmation letter to one or more poll workers detailing the date, time, location and other details for serving as a poll worker.	Low	Low	High	High	High	County Clerk	High	BR3.1, BR3.2	UC15.11
BR3.4	County Clerk can generate certificates for trainings attended by one or more poll workers.	The County Clerk can generate a certificate for trainings attended by one or more poll workers.	Low	Low	Medium	High	High	County Clerk	High	BR3.1, BR3.2	UC15.13
BR3.5	County Clerk can generate a financial report on the payment to be made to one or more poll workers.	The County Clerk can generate a financial report on the payment to be made to one or more poll workers. The County Clerk can also indicate that payments have been made to the poll workers listed in the report.	Low	Low	Medium	High	High	County Clerk	High	BR3.1, BR3.2	UC15.14

5.4. Election Information Maintenance

REQ ID	REQUIREMENT	REMARKS	PRIORITY					AUDIENCE SEGMENT	RISKS	DEPENDENCIES	USE CASES
			HAVA	TITLE 13	SOS	COUNTY	ETT				
BR4.1	County Clerk can maintain election information	The County Clerk can create new, maintain or delete existing election information for the elections to be conducted in its county.	High	High	High	High	High	- County Clerk - County Election Administrator	High		UC11.1
BR4.2	County Clerk can maintain information on the elections that a voter has participated in.	Based on the information contained in the register, the County Clerk can maintain details of the election that a voter has participated in.	High	High	High	High	High	County Clerk	High	BR4.1	UC4.1

5.5. Absentee Ballot Information Maintenance

REQ ID	REQUIREMENT	REMARKS	PRIORITY					AUDIENCE SEGMENT	RISKS	DEPENDENCIES	USE CASES
			HAVA	TITLE 13	SOS	COUNTY	ETT				
BR5.1	County Clerk can indicate that the voter has requested an absentee ballot.	Based on the request from a voter, the County Clerk can update the voter information to indicate that the voter requested an absentee ballot for a specific election.	High	High	High	High	High	County Clerk	High		UC6.1
BR5.2	County Clerk can indicate that an absentee ballot has been sent to a voter.	The County Clerk can maintain the date an absentee ballot was sent to a voter and the absentee ballot number.	High	High	High	High	High	County Clerk	High	BR5.1	UC6.1
BR5.3	County Clerk can indicate that an absentee ballot has been received from a voter.	The County clerk can update the voter information to indicate that the absentee ballot for a specific election has been received back from the voter.	High	High	High	High	High	County Clerk	High	BR5.1, BR5.2	UC6.2
BR5.4	County Clerk can mark a single or a range of absentee ballots as spoilt.	The County Clerk can mark that an absentee ballot issued to a voter has been spoilt and can assign a new absentee ballot to the voter.	High	High	High	High	High	County Clerk	High	BR5.1, BR5.2	UC6.3
BR5.5	County Clerk can generate a report on absentee ballots for his/her county.	The County Clerk can generate a report on when absentee ballot request was received, absentee ballot number assigned, when it was sent, and when it was received back. This report will also include the number of military absentee ballots sent out and received and those who cast a ballot at the County Clerks office.	High	High	High	High	High	County Clerk	High	BR5.1, BR5.2, BR5.3, BR5.4	UC15.7

5.6. Petition Information Maintenance

REQ ID	REQUIREMENT	REMARKS	PRIORITY					AUDIENCE SEGMENT	RISKS	DEPENDENCIES	USE CASES
			HAVA	TITLE 13	SOS	COUNTY	ETT				
BR6.1	County Clerk can maintain petition information.	The County Clerk can create new, maintain or delete existing petitions that are filed in the county.	Low	High	High	High	High	County Clerk	High		UC13.1
BR6.2	County Clerk can maintain information on the petitions that a voter has participated in.	The County Clerk can maintain information on the petitions that a voter has participated in.	Low	High	High	High	High	County Clerk	High	BR6.1	UC5.1
BR6.3	County Clerk can generate a list of voters who participated in a petition.	The County Clerk can generate a report on the voters who participated in a specific petition.	Low	High	High	High	High	County Clerk	High	BR6.1, BR6.2	UC15.5

5.7. Report Generation

REQ ID	REQUIREMENT	REMARKS	PRIORITY					AUDIENCE SEGMENT	RISKS	DEPENDENCIES	USE CASES
			HAVA	TITLE 13	SOS	COUNTY	ETT				
BR7.1	County Clerk can process ad hoc queries.	The County Clerk can create and run ad hoc queries.	Medium	Medium	High	High	High	County Clerk	High	All subject areas	UC15.1
BR7.2	County Clerk can generate a register listing provisionally registered voters, legally registered voters, and inactive voters for any election.	County Clerk can generate a register listing provisionally registered voters, legally registered voters, and inactive voters for any election. The register will also list absentee ballots sent and received.	High	High	High	High	High	County Clerk	High	Voter Information Maintenance	UC15.3
BR7.3	County Clerk can generate a jury list.	County Clerk can generate jury lists for district court, justice court, city court, and federal court. The County Clerk can either generate a complete list of all eligible voters in the county or can generate a randomized list of eligible voters in the county.	High	High	High	High	High	County Clerk	High	- Voter Information Maintenance - County Information Maintenance	UC1.4
BR7.4	County Clerk can generate confirmation notices for voters who did not vote in an election.	The County Clerk can generate the first and second confirmation notice for voters who did not vote in a specific election.	High	High	High	High	High	County Clerk	High	- Voter Information Maintenance - County Information Maintenance - Election Information Maintenance	UC15.2

REQ ID	REQUIREMENT	REMARKS	PRIORITY					AUDIENCE SEGMENT	RISKS	DEPENDENCIES	USE CASES
			HAVA	TITLE 13	SOS	COUNTY	ETT				
BR7.5	County Clerk can generate the ballot format report for his/her county.	County Clerk can generate the ballot format report for his/her county.	Low	Low	High	High	High	County Clerk	High	- Voter Information Maintenance - County Information Maintenance - Election Information Maintenance	UC15.6
BR7.6	County Clerk can generate Certificate of Registration.	County Clerk can generate a Certificate of Registration for resident voters who request one.	Low	Low	High	High	High	County Clerk	High	- Voter Information Maintenance - County Information Maintenance	UC15.9
BR7.7	Secretary of State Staff or County Clerk can generate demographic report for one or more counties.	Secretary of State Staff or County Clerk can generate a report listing the count of registered voters in different age ranges for one or more counties.	Low	Low	High	Low	Medium	- Secretary of State Staff - County Clerk	High	- Voter Information Maintenance - County Information Maintenance	UC15.8
BR7.8	Secretary of State Staff can generate report on duplicate registered voters across all counties.	Secretary of State Staff can generate a report listing all duplicate registered voters in the system.	Low	Low	High	Low	Low	Secretary of State Staff	High	- Voter Information Maintenance - County Information Maintenance	UC15.10, UC15.11

REQ ID	REQUIREMENT	REMARKS	PRIORITY					AUDIENCE SEGMENT	RISKS	DEPENDENCIES	USE CASES
			HAVA	TITLE 13	SOS	COUNTY	ETT				
BR7.9	County Clerk can generate a report on changes made to a voter's information.	The County Clerk can generate a report listing the changes made to a voter's information.	Low	Low	High	High	High	County Clerk	High	All subject areas	UC15.16

5.8. Mail Ballot Information Maintenance

REQ ID	REQUIREMENT	REMARKS	PRIORITY					AUDIENCE SEGMENT	RISKS	DEPENDENCIES	USE CASES
			HAVA	TITLE 13	SOS	COUNTY	ETT				
BR8.1	County Clerk can indicate that the mail ballots need to be sent for an election.	The County Clerk can update the election information to indicate that mail ballots need to be sent for the election.	Low	High	High	High	High	County Clerk			UC3.1,
BR8.2	County Clerk can generate list of voters to whom mail ballot needs to be sent.	The County Clerk can generate the list of voters to whom mail ballot needs to be sent for a specific election.	Low	High	High	High	High	County Clerk			UC8.2
BR8.3	County Clerk can indicate that a mail ballot has been sent and received from a voter.	The County Clerk can indicate that the mail ballot was sent to a voter. The County clerk can update the voter information to indicate that the mail ballot for a specific election has been received back from the voter.	Low	High	High	High	High	County Clerk			UC14.2
BR8.4	County Clerk can track replacement mail ballots sent.	The County Clerk can track the replacement mail ballots that were sent to a voter.	Low	High	High	High	High	County Clerk			UC14.3
BR8.5	County Clerk can generate a report on mail ballots for his/her county.	The County Clerk can generate a report on when mail ballots were sent, and when they were received back. This report will also include the number of replacement mail ballots sent out and received.	Low	High	High	High	High	County Clerk			UC15.15

6. Use Case Model

6.1. Business Use Cases

The following are the business use cases defined for the envisioned application.

USE CASE CATEGORY ID	USE CASE CATEGORY	USE CASE ID	USE CASE	REMARKS
UC1	Create new registered voter	UC1.1	Search for duplicate voter record	
		UC1.2	Add new registered voter	
		UC1.3	Verify SSN, license number, or state id	
		UC1.4	Notify on county transfer	
		UC1.5	Indicate if voter is a poll worker	
		UC1.6	Maintain districting information for a voter	
		UC1.7	Mark voter information as confidential	
		UC1.8	Maintain scanned documents for a voter	
		UC1.9	Generate voter registration card	
		UC1.10	Generate voter identification card	
UC2	Maintain existing registered voter information	UC2.1	Search for registered voter	
		UC2.2	Maintain registered voter information	
		UC2.3	Verify SSN and/or license number	Same as UC1.3
		UC2.4	Notify on county transfer	Same as UC1.4
		UC2.5	Change registered voter's status	
		UC2.6	Indicate if voter is a poll worker	Same as UC1.5
		UC2.7	Maintain districting information for a voter	Same as UC1.6
		UC2.8	Mark voter information as confidential	Same as UC1.7
		UC2.9	View scanned documents for a registered voter	
		UC2.10	Maintain scanned documents for a voter	Same as UC1.8
		UC2.11	Maintain voter's deceased status	
		UC2.12	Generate voter registration card	Same as UC1.9
		UC2.13	Generate voter identification card	Same as UC1.10

USE CASE CATEGORY ID	USE CASE CATEGORY	USE CASE ID	USE CASE	REMARKS
		UC2.14	Indicate if voter confirmation card was received	
UC3	Maintain poll worker information for a registered voter	UC3.1	Maintain poll worker information for a registered voter	
UC4	Maintain election participation information for a registered voter	UC4.1	Maintain election participation information for a registered voter	
UC5	Maintain petition participation information for a registered voter	UC5.1	Maintain petition participation information for a registered voter	
UC6	Maintain absentee ballot	UC6.1	Send absentee ballot to registered voter	
		UC6.2	Receive absentee ballot from voter	
		UC6.3	Mark absentee ballot as spoilt	
UC7	Verify SSN and/or license number and/or state id	UC7.1	Verify SSN and/or license number and/or state id	Same as UC1.3
UC8	Interface with DMV for driver's license renewal	UC8.1	Notify county about driver's license renewals	
UC9	Interface with DPHHS	UC9.1	Notify county about deceased voter	
UC10	Interface with Department of Corrections	UC10.1	Notify county about incarcerated voter	
UC11	Maintain election information	UC11.1	Maintain election information	
UC12	Maintain county information	UC12.1	Maintain county information	
		UC12.2	Maintain districting information	
		UC12.3	Maintain polling station information	
		UC12.4	Maintain customizable document/report templates	
UC13	Maintain petitions	UC13.1	Maintain petition information	
UC14	Maintain mail ballots	UC14.1	Send mail ballot to registered voter	
		UC14.2	Receive mail ballot from registered voter	
		UC14.3	Send replacement mail ballot to registered voter	
UC15	Generate reports	UC15.1	Generate ad hoc queries	
		UC15.2	Generate confirmation notices	
		UC15.3	Generate register	

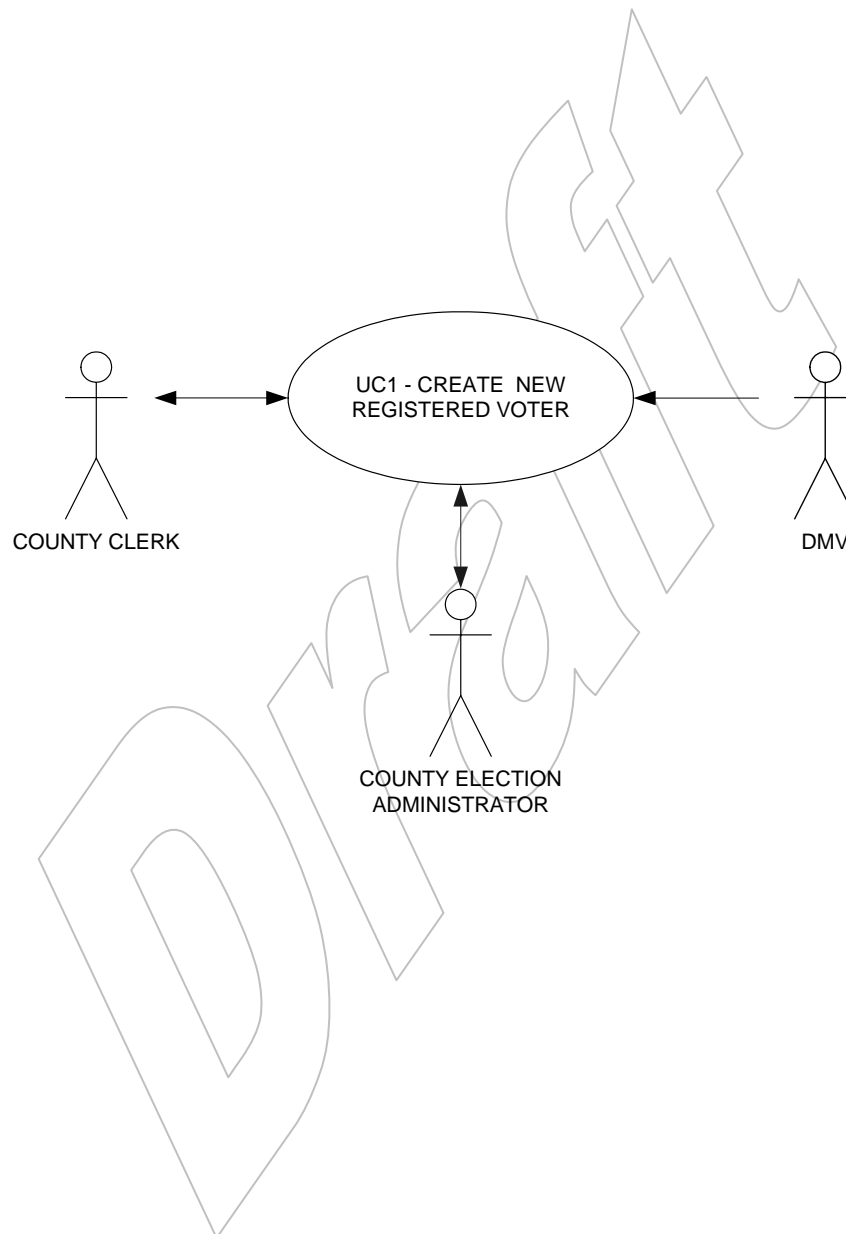
USE CASE CATEGORY ID	USE CASE CATEGORY	USE CASE ID	USE CASE	REMARKS
		UC15.4	Generate jury lists	
		UC15.5	Generate list of voters who signed a petition	
		UC15.6	Generate ballot format	
		UC15.7	Generate absentee ballot report	
		UC15.8	Generate demographic report	
		UC15.9	Generate certificate of registration	
		UC15.10	Generate duplicate voter report	
		UC15.11	Generate confirmation letter for poll worker	
		UC15.12	Generate letter requesting updated voter information	
		UC15.13	Generate training certificate for poll worker	
		UC15.14	Generate poll worker related financial report	
		UC15.15	Generate mail ballot report	
		UC15.16	Generate audit trail report	

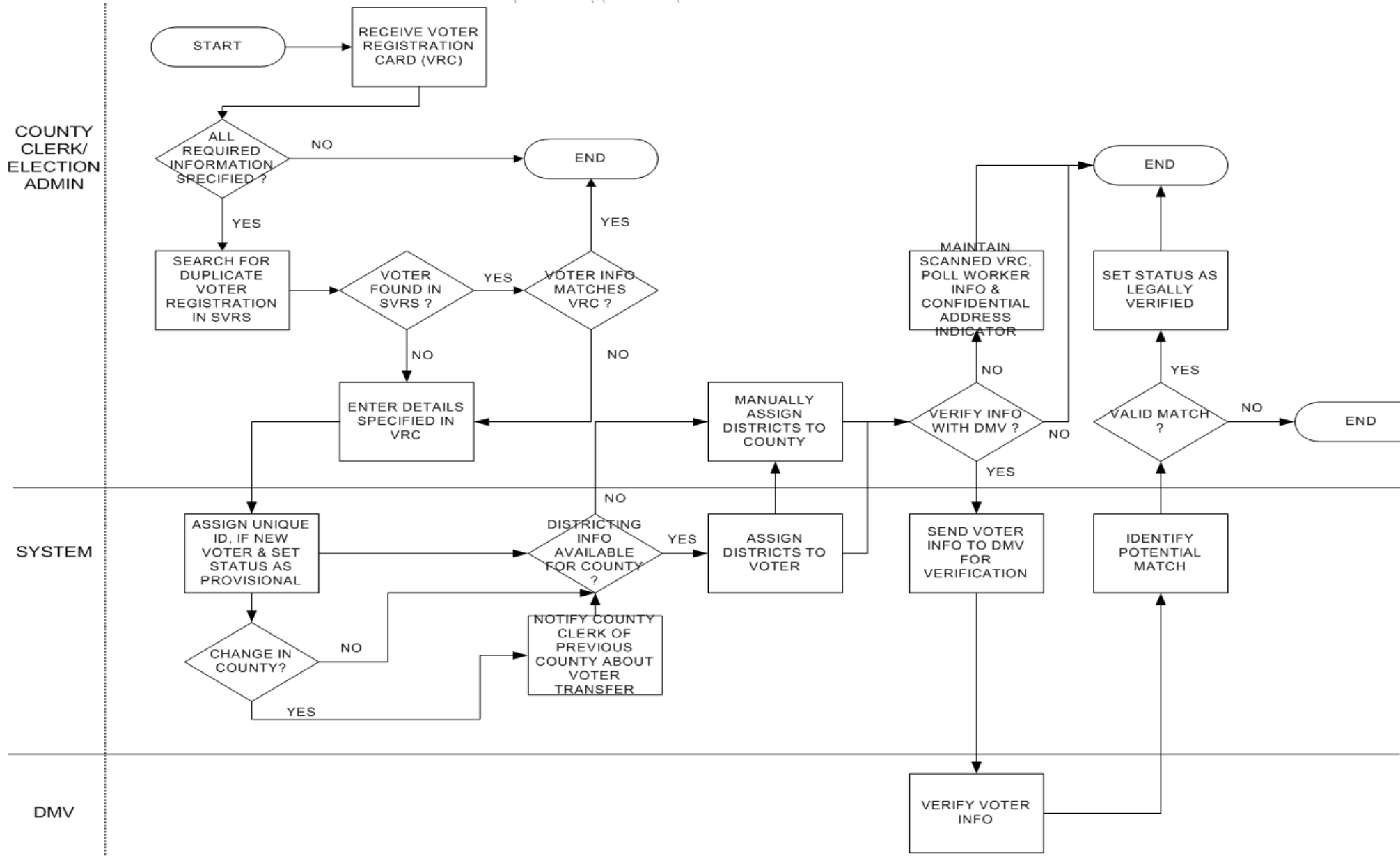
The following table illustrates the requirements covered by a use case. Subsequent section of the document details the use cases.

[illegible]

6.3. UC1 - Create New Registered Voter

Use Case Diagram





UC1.1 Search For Duplicate Voter Record

Description

To reduce duplicate voter registration, a County Clerk can first check for potential duplicates to confirm if the new voter is already registered in the state of Montana.

Invoking Actor

County Clerk

Assumptions

None

Preconditions

1. A new voter registration card has been received, or a walk-in voter would like to register to vote.
2. County Clerk has logged into the application.

Post Conditions

The County Clerk can view a list of potential duplicate voters who match the search criteria.

Normal Flow

1. The County Clerk can specify one or more of the following voter information as search criteria:
 - One or more characters of first name
 - One or more characters of last name
 - Date of birth
 - SSN
 - Driver's license number
 - State id
 - Mailing address
 - Address
 - City
 - Zip
 - Residence address
 - Address
 - City
 - Zip
 - Status (provisionally registered, legally registered, inactive, purged)
2. The system will list the voters that match the specified criteria as follows:
 - List of voters who match the criteria
 - First name
 - Last name
 - Date of birth
 - SSN
 - Driver's license number
 - State id

- County
- Mailing address
- Street address
- City
- Zip
- Status (Provisionally registered, legally registered, inactive, purged)

Alternate Flow

If no voters are found that match the criteria, the system will display the following message to the user and the use case ends:

“No potential duplicate voters found for the specified criteria.”

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

Priority High

Frequency of Use High

UC1.2 Add New Registered Voter

Description

New voter registration information may be received by a county through the voter registration cards or through walk-in state residents. A County Clerk can enter the new voter information in the envisioned application, assign the registered voter a unique identifier, and set the status as 'provisionally registered' voter. A voter is always registered as a provisionally registered voter until his/her information is verified through the interface with DMV or the voter participates in an election.

Invoking Actor

County Clerk

Assumptions

1. The voter is not already registered in the application.
2. The voter has provided all the required information.
3. The voter is a US citizen.
4. The voter is a resident in the state of Montana.
5. The voter is at least 18 years of age on or before election date.

Preconditions

1. County Clerk has logged into the application.
2. A new voter registration card has been received with all the required information. Or a walk-in voter has provided all the required information for registering to vote.
3. County Clerk has searched for duplicate voter records and no matches were found.

Post Conditions

The voter has been registered as a provisionally registered voter in the application.

Normal Flow

1. The County Clerk enters the following information for the voter:
 - Citizen of US (yes/no) ?
 - 18 years of age on or before election date (yes/no) ?
 - Montana driver's license number
 - Last four digits of SSN
 - State id
 - Email address (optional)
 - Last name
 - First name
 - Middle initial
 - County
 - Residence address
 - o Street
 - o City
 - o Zip

- Mailing address (optional)
 - Street
 - City
 - Zip
- Phone number (optional)
 - Area code
 - Phone number
- Date of birth
- Former name (optional)
- Place last registered (optional)
 - City
 - County
 - State
- Mode of registration (walk-in, postal mail, from DMV, from DPHHS etc)

2. The system will assign a unique id to the voter.

3. The system will save the voter information with the voter status as “provisionally registered”.

Alternate Flow

None

Includes

None

Exceptions

None

Benefiting Actor

None

Participating Actor

None

Priority

High

Frequency of Use

High

UC1.3 - Verify SSN, License Number, Or State Id

Description

The system can interface with the DMV application at pre-defined periodic interval to verify that the SSN, license number, and/or state id.

Invoking Actor

System

Assumptions

The voter has provided either the SSN, or license number, or state id.

Preconditions

1. The voter exists in the application as a provisionally registered voter.
2. The network connection with DMV application is up.
3. This use case will be executed by the system automatically at pre-defined periodic intervals.

Post Conditions

DMV specifies whether a voter match was found or not.

Normal Flow

1. The system will send the following voter information to DMV:
 - Unique id of the voter
 - Last name
 - First name
 - Middle initial
 - Montana driver's license number, if available
 - Last four digits of SSN, if available
 - State id, if available
 - Residence address
 - o Street
 - o City
 - o Zip
 - Mailing address
 - o Street
 - o City
 - o Zip
 - Date of birth
2. If a unique match is found, the system will receive the following information from DMV:
 - Unique id of the voter in SVRS
 - Unique match flag (yes)
3. The system will notify the County Clerk that a unique match was found by DMV.

Alternate Flow 1

1. If no match is found, the system will receive the following information from DMV:
 - Unique id of the voter in SVRS
 - Unique match flag (no)
2. The system will notify the County Clerk that no unique match was found by DMV.

Alternate Flow 2

1. If multiple matches are found, the system will receive the following information from DMV:
 - Unique id of the voter
 - List of all potential matches
 - Last name
 - First name
 - Middle initial
 - Date of birth
 - Residence address
 - * Street
 - * City
 - * Zip
 - Mailing address
 - * Street
 - * City
 - * Zip
 - Montana driver's license number, if available
 - Last four digits of SSN, if available
 - State id, if available
 - SSN verified flag (yes/no)
 - Deceased person flag (yes/no)
2. The system will notify the County Clerk that multiple matches were found by DMV.

Includes

None

Exceptions

If the system is unable to connect to DMV for verification, the system will maintain voter information that needs to be verified in a batch. The system will automatically check to see if the DMV connection is up. When the connection is up, the batch will be automatically sent to DMV for verification. The batch verification will return the same set of information as the real-time verification.

Benefiting Actor County Clerk

Participating Actor DMV

Priority High

Frequency of Use High

Draft

UC1.4 - Notify On County Transfer

Description

The voter can specify on the Voter Registration Card the county that he had last registered in. Also, the County Clerk may find that the voter had registered in a different county at the time of maintaining the voter details in the envisioned system. In either scenario, the County Clerk will need to notify the County Clerk of the previously registered county about a potential transfer of the voter's registration to the new county.

Invoking Actor

System

Assumptions

None

Preconditions

1. The County Clerk enters the previously registered county information while creating a new voter registration.
2. While maintaining a voter's information, the County Clerk identifies that the voter is already a registered voter in a different county.

Post Conditions

The County Clerk from the previously registered county is notified about the transfer.

Normal Flow

1. The system will notify the County Clerk from the previously registered county about the transfer. The notification will include the following voter details:
 - Unique id
 - Last name
 - First name
 - Middle initial
 - Date of birth
 - Montana driver's license number, if available
 - Last four digits of SSN, if available
 - State id, if available
 - Name of the current county of residence
 - New residence address
 - o Street
 - o City
 - o Zip
 - New mailing address
 - o Street
 - o City
 - o Zip

Alternate Flow

None

Includes

None

Exceptions

If the system is unable to send the notification to the County Clerk due to problems with the network connection, the system will maintain the voter information that needs to be notified in a batch. When the network connection has been restored, the system will send all the notifications stored in the batch.

Benefiting Actor County Clerk

Participating Actor County Clerk

Priority High

Frequency of Use High

DRAFT

UC1.5 - Indicate If Voter Is A Poll Worker

Description

A voter can inform the County Clerk that he/she would like to serve as a poll worker for the elections held in the county. The County Clerk can maintain this information so that the county can generate poll worker lists at the time of elections.

Invoking Actor

County Clerk

Assumptions

None

Preconditions

1. The voter is a provisionally registered voter, legally registered voter, or inactive voter.
2. The County Clerk has logged into the application and retrieved the voter information.
3. The voter has informed the County Clerk that he/she will serve as a poll worker for the elections held in the county and provides proof of certification.

Post Conditions

The voter is marked/un-marked as a poll worker.

Normal Flow

1. The County Clerk can enter the following information for the voter:
 - Interested in being a poll worker ? (yes)
 - One or more roles interested in
 - Provisional judge
 - Greeter
 - Chief election judge
 - Night crew
 - Any other roles that may be defined by the county
 - Certification Details
 - Date of certification
 - Certification type
 - List of days and time when the voter can serve as a poll worker.
 - Day of the week
 - Time
 - List of polling stations that the voter can serve
 - Polling station name
 - One or more of the following roles that the voter can serve as
 - Provisional judge
 - Greeter
 - Chief election judge
 - Night crew
 - Any other roles that may be defined by the county

- Current party affiliation if the poll worker is interested in serving as a provisional judge
 - Democrat
 - Republican
 - Independent
 - No preferences

Alternate Flow 1

The County Clerk can specify that a registered voter is no longer interested in serving as a poll worker.

Alternate Flow 2

If the voter transferred from another county, the system will automatically retain the poll worker related history information for the voter. The system will also automatically indicate that the voter is no longer a poll worker.

Includes

None

Exceptions

None

Benefiting Actor

None

Participating Actor

None

Priority

High

Frequency of Use

Medium

UC1.6 - Maintain Districting Information For A Voter

Description

A registered voter is assigned one or more of the following based on his/her residence address:

- Polling Place
- Precinct
- Ward district
- School district
- House district
- Senate district
- Other county defined districting parameter

The above assignments can be either made automatically by the system using the street-districting information if available for a county. Or a County Clerk can manually determine the assignments and update the voter information with the manual assignment details. When a new voter registers or when a voter's address changes, the districting information will need to be updated.

Invoking Actor

- County Clerk
- System

Assumptions

Street-districting information may not be available for all counties.

Preconditions

1. The voter is a provisionally registered voter or legally registered voter.
2. The County Clerk has logged into the application and retrieved the voter information for an existing voter.
3. In case of an existing voter, the voter's residence address has changed.
4. The street-districting information is available within the application or with the County Clerk.

Post Conditions

The voter is assigned to the polling station, precinct, ward district, school district, house district, senate district, and other districting information to be maintained for the county.

Normal Flow

The County Clerk can update the following districting information for the voter:

- Polling Place
- Precinct
- Ward district
- School district
- House district
- Senate district
- Other county-defined districting parameters for the county that the voter resides in

Alternate Flow

1. If street-districting information is available in the system for the county that the voter resides in, the County Clerk can specify that the system must update the districting information for the voter. The system will automatically update the following based on the residence street address for the voter:
 - Polling Place
 - Precinct
 - Ward district
 - School district
 - House district
 - Senate district
 - Other county-defined districting parameter for the county that the voter resides in
2. The County Clerk can modify any of the system-determined assignments.

Includes

None

Exceptions

None

Benefiting Actor

None

Participating Actor

None

Priority

High

Frequency of use

High

UC1.7 - Mark Voter Information As Confidential

Description

A voter's information can be marked as confidential in one of the following scenarios:

- A law enforcement official or a reserve officer who is a registered voter may request that the officer's and officer's spouse's residential address not be disclosed for security reasons.
- An individual who is a registered voter may request that his/her address not be disclosed due to temporary restraining order or injunction.

In either scenario, the County Clerk can mark the voter's information as confidential. For such voters, any generally available list of registered voters may include only the voter's name but not his/her residential address. Only the County Election Administrator can view and maintain information and scanned documents containing confidential information for such voters. The County Election Administrator can also mark that the voter's information is no longer confidential.

Invoking Actor

- County Clerk
- County Election Administrator

Assumptions

- The County Clerk has manually verified that the voter's information can be marked as confidential.
- The County Election Administrator has manually verified that the voter's information can be marked as confidential.

Preconditions

1. The voter is a provisionally registered voter or legally registered voter.
2. The County Clerk/County Election Administrator has logged into the application and retrieved the voter information for an existing voter.

Post Conditions

The voter's residential address is marked or unmarked as confidential.

Normal Flow

The County Clerk can update the following information for the voter:

- Confidential information (yes)
- Reason for confidentiality
 - Law enforcement officer
 - Spouse of law enforcement officer
 - Reserve officer
 - Temporary restraining order or injunction

Alternate Flow

The County Election Administrator can mark that the voter's information is no longer confidential.

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

Priority High

Frequency of use Medium

DRAFT

UC1.8 - Maintain Scanned Documents For A Voter

Description

The County Clerk can scan and maintain any documents received from a voter including:

- Signed Voter Registration card
- Signed Transfer of Address card. All Transfer of Address cards received from a voter must be maintained.
- Signed cancellation card

Invoking Actor

County Clerk

Assumptions

Specifications for the software and tools that the system will be enabled to integrate with will be provided to the counties.

Preconditions

1. The voter is a registered voter.
2. The County Clerk has logged into the application and has retrieved the voter information for the voter.
3. The scanned card(s) are available in .TIF format.
4. The County Clerk has scanned the complete card.

Post Conditions

The voter information is updated with the scanned document(s).

Normal Flow

1. The County Clerk can select the electronic file(s) that he/she would like to attach as a part of the voter information.
2. The County Clerk can specify the following information for the electronic file:
 - Document title
 - Scanned image type (Complete card / Signature only)
 - Document scanned date
 - Remarks
3. The system will save the electronic file in a central location on SVRS and will also save the additional information as a part of the voter information.

Alternate Flow

The County Clerk can delete a scanned image associated with a voter record for their respective county.

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

Priority High

Frequency of use High

DRAFT

UC1.9 - Generate A Voter Registration Card

Description

A walk-in voter may verbally provide his/her voter information to the County Clerk. In this scenario, the County Clerk will create the voter as a provisional voter in the system and may choose to print an unsigned Voter Registration Card for the walk-in voter to sign. After the voter signs the card, the card is scanned and maintained as depicted in UC1.8 - Maintain scanned documents for a voter.

Invoking Actor

County Clerk

Assumptions

None

Preconditions

1. The voter is a provisionally registered voter or legally registered voter.
2. The County Clerk has logged into the application and has retrieved the voter information for the voter.

Post Conditions

An unsigned Voter Registration Card with all the voter information filled in is printed.

Normal Flow

The County Clerk can choose to print the Voter Registration Card. The Voter Registration Card is printed based on the template customized for the county and will include the bar code.

Alternate Flow

If there is no customized template for the Voter Registration Card available for the county, the template prescribed by the State of Montana will be used instead.

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

Priority High

Frequency of use High

UC1.10 - Generate Voter Identification Card

Description

A County Clerk may choose to generate a Voter Identification Card for one or more voters who are registered in his/her county. The County Clerk may select a specific voter record to print the card. The County Clerk may also print cards for one or more voters who match a set of parameters provided by the County Clerk.

Invoking Actor

County Clerk

Assumptions

None

Preconditions

1. The County Clerk has logged into the application.

Post Conditions

Voter Identification Card is generated for the selected voters.

Normal Flow

1. The County Clerk specifies the parameters for voters in his/her county whose identification card needs to be printed.
2. The system lists all the voters who match the above criteria.
3. The County Clerk can select one or more voters in the list whose identification card needs to be printed or exported.
4. The system will then print the Voter Identification Card for each selected voter. The card is printed based on the template customized for the county.

Alternate Flow 1

The County Clerk can retrieve a specific voter's information and print a Voter Identification Card for just that voter.

Alternate Flow 2

If there is no customized template for the Voter Identification Card available for the county, the template prescribed by the State of Montana will be used instead.

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

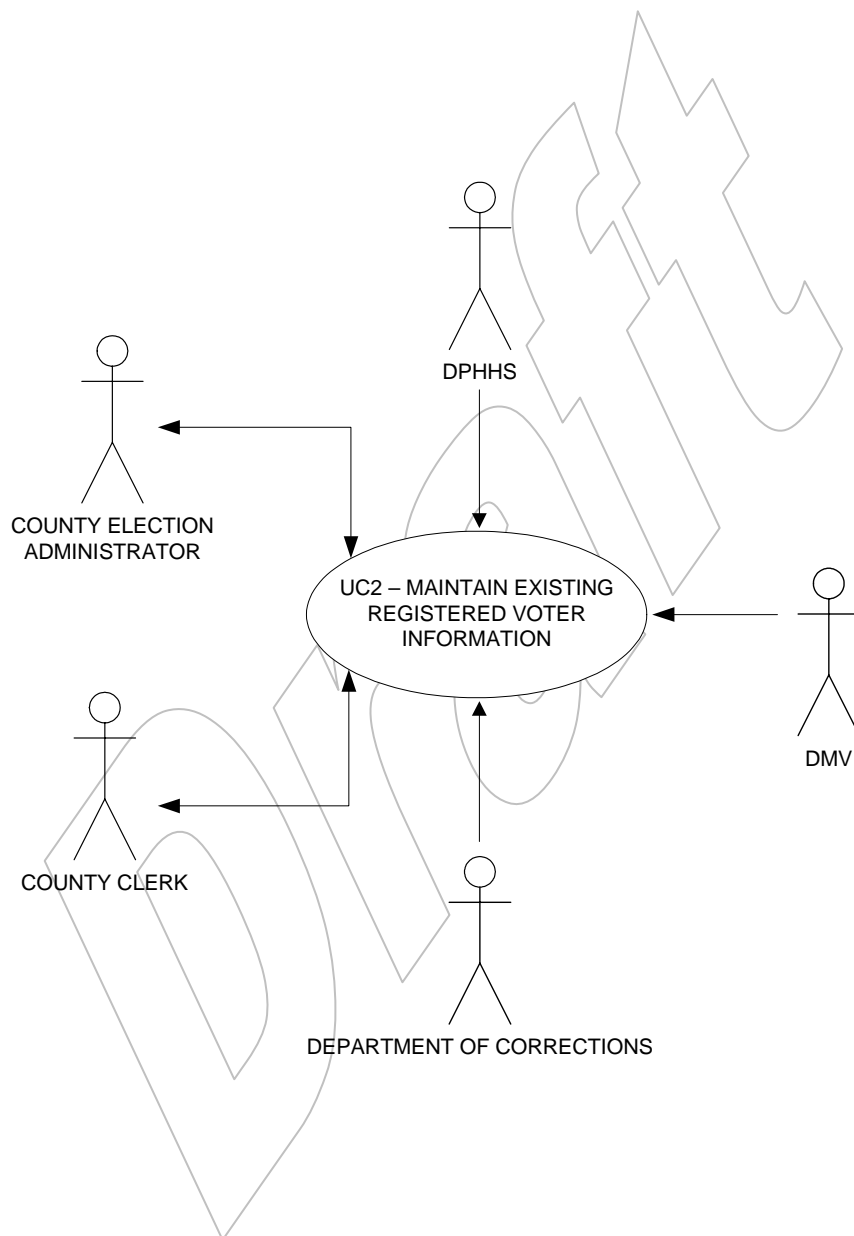
Priority High

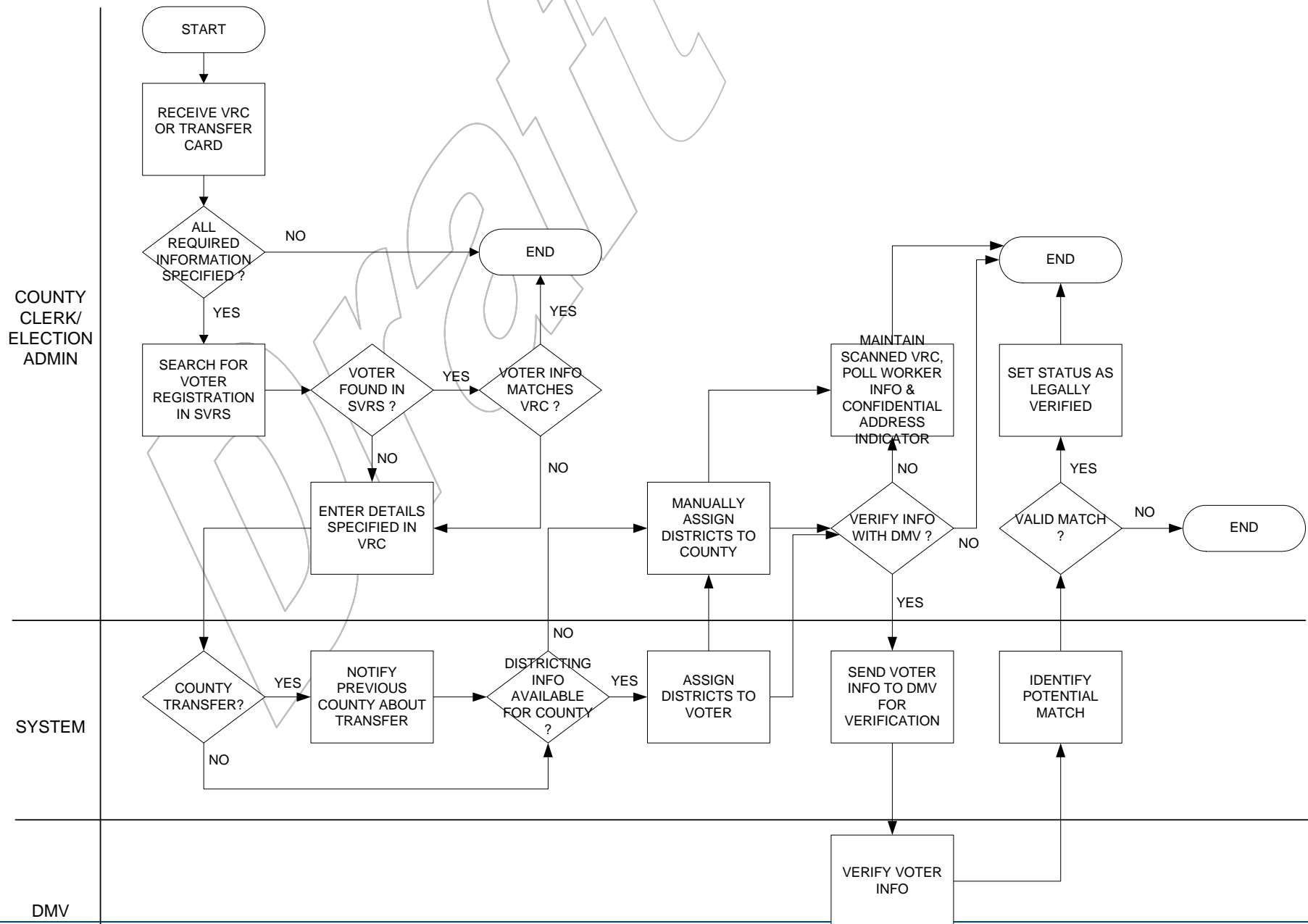
Frequency of use High

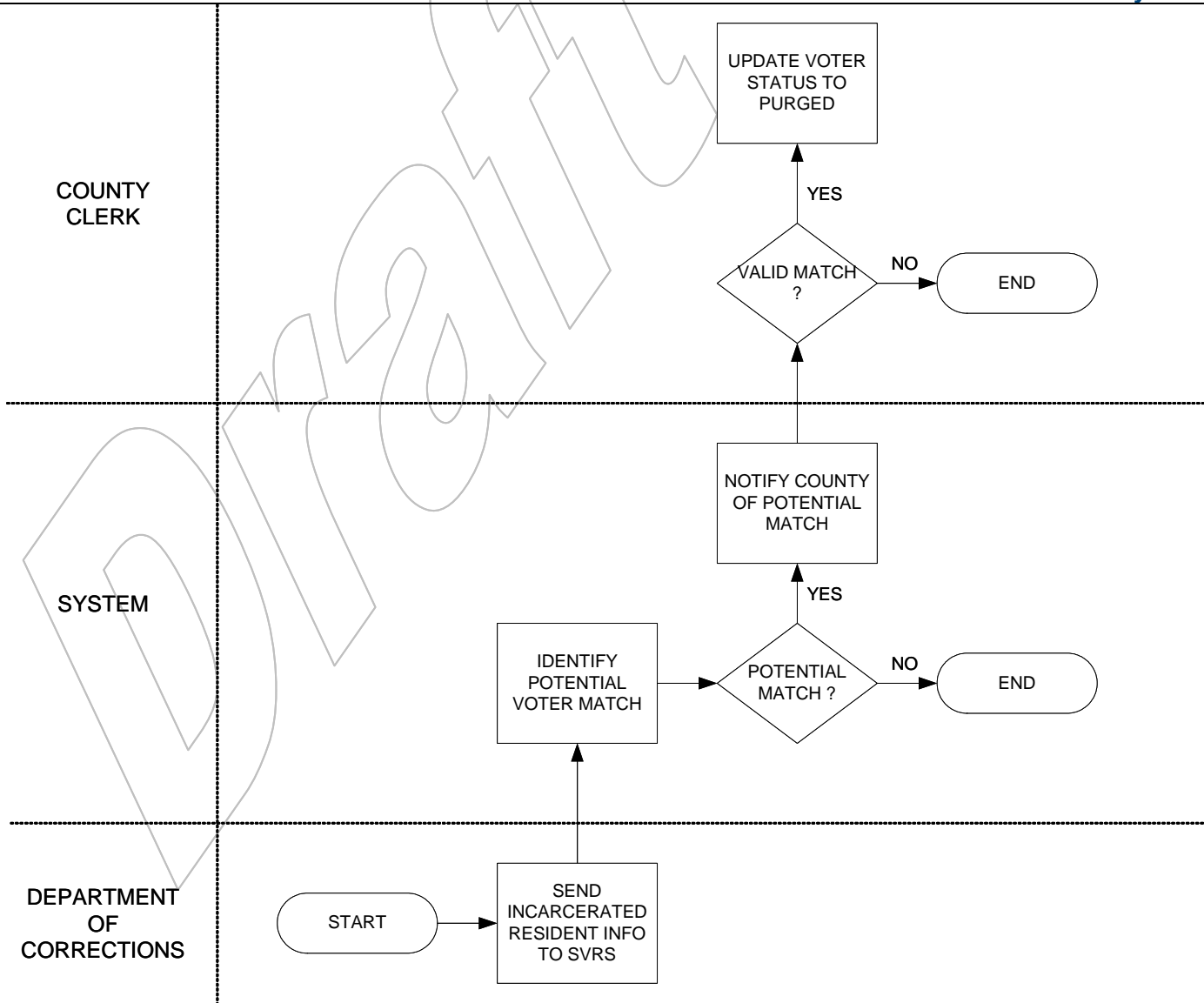
Draft

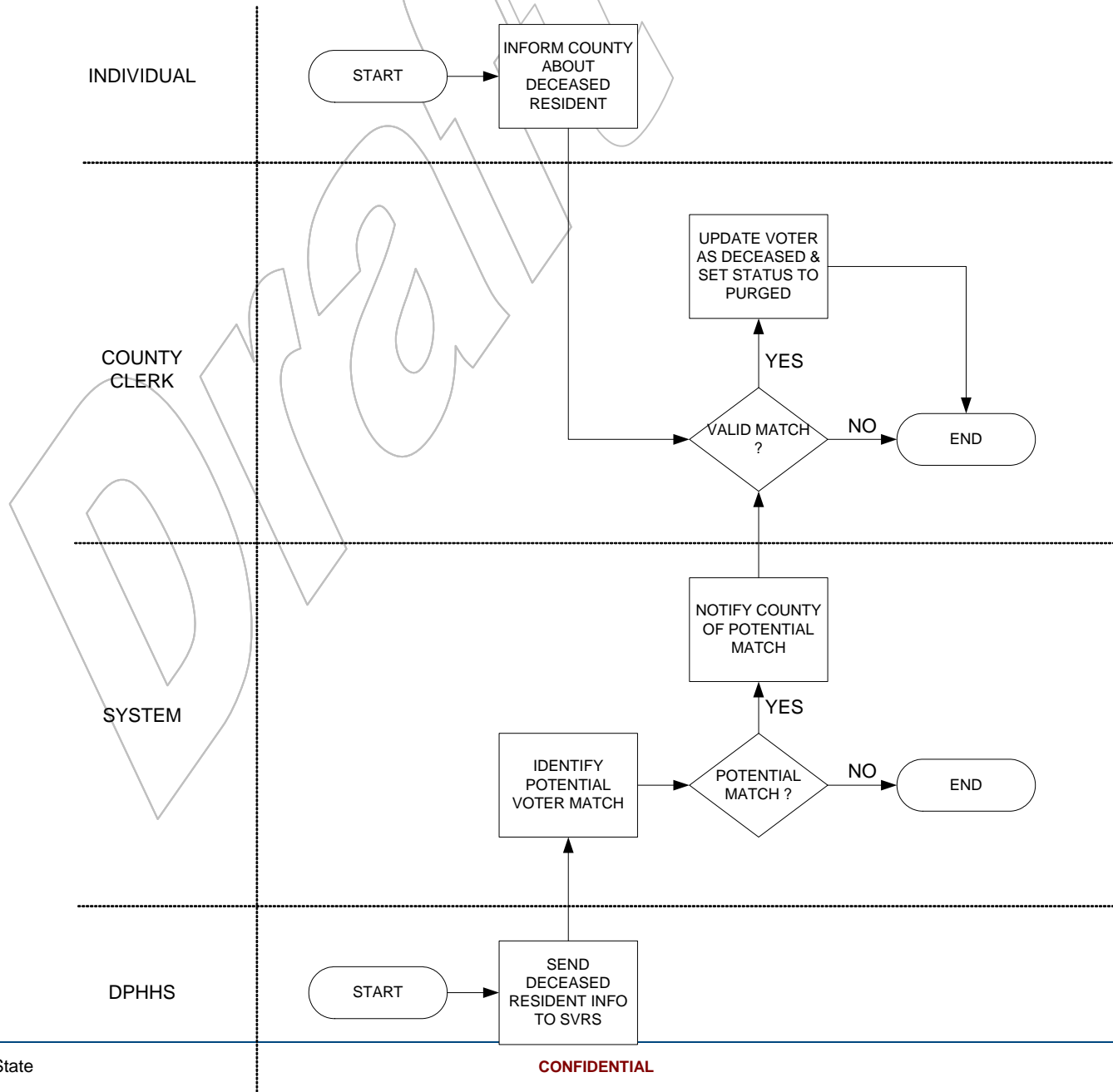
6.4. UC2 - Maintain Existing Registered Voter Information

Use Case Diagram









UC2.1 Search For Registered Voter

Description

The County Clerk can search for a registered voter in the system by specifying one or more input parameters. The County Clerk can view a list of all the registered voters who meet these criteria. The County Clerk can select one of the registered voters in the list and view details of that voter.

Invoking Actor

County Clerk

Assumptions

None

Preconditions

The County Clerk has logged into the application.

Post Conditions

1. The County Clerk can view the list of registered voters who match the search criteria.
2. The County Clerk can select a voter from the list and view/maintain their details.

Normal Flow

1. The County Clerk can specify one or more of the following as search criteria:
 - Unique voter id
 - One or more characters of first name
 - One or more characters of last name
 - Date of birth
 - Last 4 digits of SSN
 - Driver's license number
 - State id
 - County of residence
 - Residence address
 - Street address
 - City
 - Zip
 - Voter status (provisionally registered, legally registered, inactive, purged)
2. The County Clerk can view the list of registered voters who match the specified criteria as follows:
 - List of registered voters who match the criteria
 - Unique voter id
 - First name
 - Last name
 - Date of birth
 - Last 4 digits of SSN
 - Driver's license number
 - State id

- County of residence
 - Residence address
 - * Street address
 - * City
 - * Zip
 - Status (Provisionally registered, legally registered, inactive, purged)
3. The County Clerk can select any of the registered voters in the list and view the following details for that registered voter.
- Unique id
 - First name
 - Last name
 - Date of birth
 - Last 4 digits of SSN
 - Driver's license number
 - State id
 - Citizen of US (yes/no) ?
 - 18 years of age on or before election date (yes/no) ?
 - Email address
 - Phone number (optional)
 - Area code
 - Phone number
 - County of residence
 - Residence address
 - Street address
 - City
 - Zip
 - Mailing address
 - Street address
 - City
 - Zip
 - Former name (optional)
 - Place last registered (optional)
 - City
 - County
 - State
 - Status (Provisionally registered, legally registered, inactive, purged)
 - List of all scanned documents maintained for the voter

Alternate Flow

If no voters are found that match the criteria, the system will display the following message to the user and the use case ends:

“No voters found for the specified criteria.”

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

Priority High

Frequency of use High

DRAFT

UC2.2 Maintain Registered Voter Information

Description

A registered voter may request for a change in his/her information by submitting a signed Voter Registration Card or a signed Transfer of Address card or walk-in. A County Clerk can update the registered voter's information based on the information provided.

A registered voter may also request that his/her registration be cancelled by submitting a signed cancellation card.

Invoking Actor

County Clerk

Assumptions

1. The voter is a registered voter.
2. The voter is a US citizen.
3. The voter is at least 18 years of age on or before election date.
4. The voter is a resident in the state of Montana.
5. The voter has provided all the required information.

Preconditions

1. County Clerk has logged into the application.
2. The County Clerk has retrieved the information for the registered voter.
3. The voter has provided all the information required in the Voter Registration Card, Transfer of Address Card, or Cancellation Card.

Post Conditions

The registered voter's information has been updated.

Normal Flow

1. The County Clerk can update one or more of the following registration information for the voter:
 - Montana driver's license number
 - State id
 - Email address (optional)
 - Last name
 - First name
 - Middle initial
 - County of residence
 - Residence address
 - Street
 - City
 - Zip
 - Mailing address (optional)
 - Street
 - City

- Zip
- Phone number (optional)
 - Area code
 - Phone number
- Former name (optional)
- Place last registered (optional)
 - City
 - County
 - State
- Mode of registration (walk-in, postal mail, from DMV, from DPHHS etc)
- Permanently excused from jury duty (yes/no) ?

2. The system will save the changes to the voter information.

Alternate Flow

None

Includes

None

Exceptions

None

Benefiting Actor

None

Participating Actor

None

Priority

High

Frequency of use

High

UC2.5 Change Registered Voter's Status

Description

A registered voter may have one of the following status:

- Provisionally registered (voter's application for voter registration was accepted but has not yet been verified as provided by law)
- Legally registered (voter's application for voter registration was accepted, processed, and legally verified as provide by law)
- Inactive (voter failed to vote in the preceding federal general election and did not respond to the confirmation notices sent by the county)
- Purged (voter is no longer a registered voter)

A County Clerk may change the voter's status as follows:

#	FROM STATUS	TO STATUS	REASON FOR CHANGE
1.	Provisionally registered	Legally registered	Voter's information was verified by DMV.
2.	Provisionally registered	Inactive	Voter did not participate in the preceding federal general election.
3.	Legally registered	Inactive	Voter did not participate in the preceding federal general election.
4.	Inactive	Provisionally registered	<ul style="list-style-type: none"> - Voter appears to vote in a federal election. - Voter notifies the county of his/her current residence address. - Voter completes and submits a reactivation form.
5.	Provisionally registered	Purged	<ul style="list-style-type: none"> - Voter is deceased as per DPHHS records or based on information from the deceased's family member. - Voter is a felon as per Department of Corrections records. - Voter submitted a cancellation card
6.	Legally registered	Purged	<ul style="list-style-type: none"> - Voter is deceased as per DPHHS records or based on information from the deceased's family member. - Voter is a felon as per Department of Correction's records. - Voter submitted a cancellation card
7.	Inactive	Purged	<ul style="list-style-type: none"> - Voter does not reactivate his registration within 6 years of becoming inactive. - Voter is deceased as per DPHHS records or based on information from the deceased's family member. - Voter is a felon as per Department of Correction's records. - Voter submitted a cancellation card

#	FROM STATUS	TO STATUS	REASON FOR CHANGE
8.	Purged	Legally registered	Voter was erroneously marked as dead as per DPHHS records.

Invoking Actor

County Clerk

Assumptions

The voter is a registered voter.

Preconditions

1. County Clerk has logged into the application.
2. The County Clerk has retrieved the information for the registered voter.
3. The reason for change in status has been verified and validated by the County Clerk.

Post Conditions

The registered voter's status has been updated.

Normal Flow

1. The County Clerk can update the status for the registered voter as follows:
 - Change provisionally registered to legally registered, inactive, or purged
 - Change legally registered to provisionally registered, inactive, or purged
 - Change inactive to provisionally registered, or purged
 - Change purged to provisionally registered
2. The County Clerk can specify the reason for marking a voter status as purged from one of the following:
 - Felony incarceration
 - Did not vote in the last 2 federal general elections
 - Deceased
 - Cancellation Card
3. The County Clerk can maintain the following information for the voter based on the Cancellation Card:
 - Status (Purged)
 - Reason for cancellation (Cancellation Card Submitted)
4. The system will save the changes to the voter's status.

Alternate Flow

None

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

Priority High

Frequency of use High

DRAFT

UC2.9 - View Scanned Documents For A Registered Voter

Description

The County Clerk can view any documents that have been scanned and maintained for a registered voter. The County Clerk can view only the signature on the scanned document or the entire document.

Invoking Actor

County Clerk

Assumptions

1. Specifications for the software and tools that the system will be enabled to integrate with will be provided to the counties.
2. The scanned documents are in TIF format.
3. The County Clerk has scanned the complete card.

Preconditions

1. The voter is a provisionally registered voter or legally registered voter.
2. The County Clerk has logged into the application and has retrieved the voter information for the voter.

Post Conditions

A thumbnail of all the scanned document(s) is displayed to the County Clerk. The County Clerk can view the full image of any scanned document.

Normal Flow

1. The County Clerk can view the following for the scanned documents maintained for a registered voter:
 - List of scanned documents
 - Thumbnail of the scanned document
 - Document title
 - Scanned image type (Complete card / Signature only)
 - Document scanned date
 - Remarks
2. The County Clerk can select any of the listed documents and view the following information for the selected document:
 - Full size image of the scanned document
 - Document title
 - Document scanned date
 - Remarks

Alternate Flow

If there are no scanned documents maintained for a registered voter, the following message will be displayed to the County Clerk and the use case ends:

“Could not find any scanned documents for this registered voter.”

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

Priority High

Frequency of use Medium

DRAFT

UC2.11 - Maintain Voter's Deceased Status

Description

DPHHS maintains information on Montana residents who die within the state of Montana. At pre-defined intervals, DPHHS will provide the application a list of all Montana residents who died within the state since the last report. The system will notify the County Clerk about registered voters who match a deceased resident in the list provided by DPHHS. The County Clerk can then view the registered voter information and mark the voter as deceased if the match is confirmed.

A family member of the deceased or other states may also contact the County directly and provide information and proof of the deceased person. In this scenario, the County Clerk will retrieve the registered voter information and mark the voter as deceased.

If the person marked as deceased provides the County Election Administrator with legal proof that he/she is alive and provides a completed Voter Registration Card, the County Election Administrator can mark the voter as alive.

Invoking Actor

- DPHHS
- County Clerk
- County Election Administrator

Assumptions

1. The County Clerk has been notified that a registered voter may have been listed in the electronic file sent by DPHHS.
2. The County Clerk has confirmed that the information provided by a family member of the deceased or other states is valid.
3. In case the person has been marked as dead erroneously at DPHHS, the registered voter must provide the County Clerk with legal proof that he/she is alive, and must provide a completed Voter Registration Card.

Preconditions

The County Clerk/ County Election Administrator have logged into the application and have retrieved the information of the voter whose deceased status needs to be maintained.

Post Conditions

1. The County Clerk can mark the registered voter as deceased and set the voter status to "Purged".
2. The County Election Administrator can mark the deceased voter as alive and set the voter status to "Legally registered".

Normal Flow

1. The County Clerk can search for the matched registered voter as specified in "UC2.1 - Search For Registered Voter".
2. If a match is found, the County Clerk can update the following information for the registered voter:
 - Deceased flag (yes)

- Status (Purged)
- Reason for purge (Deceased)

Alternate Flow 1

1. If a family member of the deceased or other states informs the County Clerk, the County Clerk can search for the matched registered voter as specified in “UC2.1 - Search For Registered Voter”.
2. If a match is found, the County Clerk can update the following information for the registered voter:
 - Deceased flag (yes)
 - Status (Purged)
 - Reason for purge (Deceased)

Alternate Flow 2

1. If a family member of the deceased or other states informs the County Clerk, the County Clerk can search for the matched registered voter as specified in “UC2.1 - Search For Registered Voter”.
2. If no match is found, the use case ends.

Alternate Flow 3

1. In case the person has been marked as dead erroneously at DPHHS, the County Election Administrator can search for the matched registered voter as specified in “UC2.1 - Search For Registered Voter”.
2. If a match is found, the County Election Administrator can update the following information for the registered voter:
 - Deceased flag (no)
 - Status (Legally registered)
 - Reason for purge ()

Includes

None

Exceptions

None

Benefiting Actor

County Clerk
County Election Administrator

Participating Actor

None

Priority

High

Frequency of use

Medium

UC2.14 - Indicate If Voter Confirmation Card Was Received

Description

The County Clerk can maintain whether the first or second confirmation card sent to the registered voter was received back from the voter.

Invoking Actor

County Clerk

Assumptions

The County Clerk has received one of the confirmation notices sent to the voter and has verified the information in the confirmation notice.

Preconditions

1. County Clerk has logged into the application.
2. The County Clerk has retrieved the information for the registered voter.

Post Conditions

The County Clerk has updated the voter information to indicate that the confirmation notice was received.

Normal Flow

1. The County Clerk can search for the matched registered voter as specified in "UC2.1 - Search For Registered Voter".
2. If a match is found, the County Clerk can update the following information for the registered voter:
 - First confirmation notice received flag (yes, if the first confirmation notice was received)
 - Second confirmation notice received flag (yes, if the second confirmation notice was received)
3. The system will update the voter status from "inactive" to "provisionally registered".

Alternate Flow

None

Includes

None

Exceptions

None

Benefiting Actor County Clerk

Participating Actor None

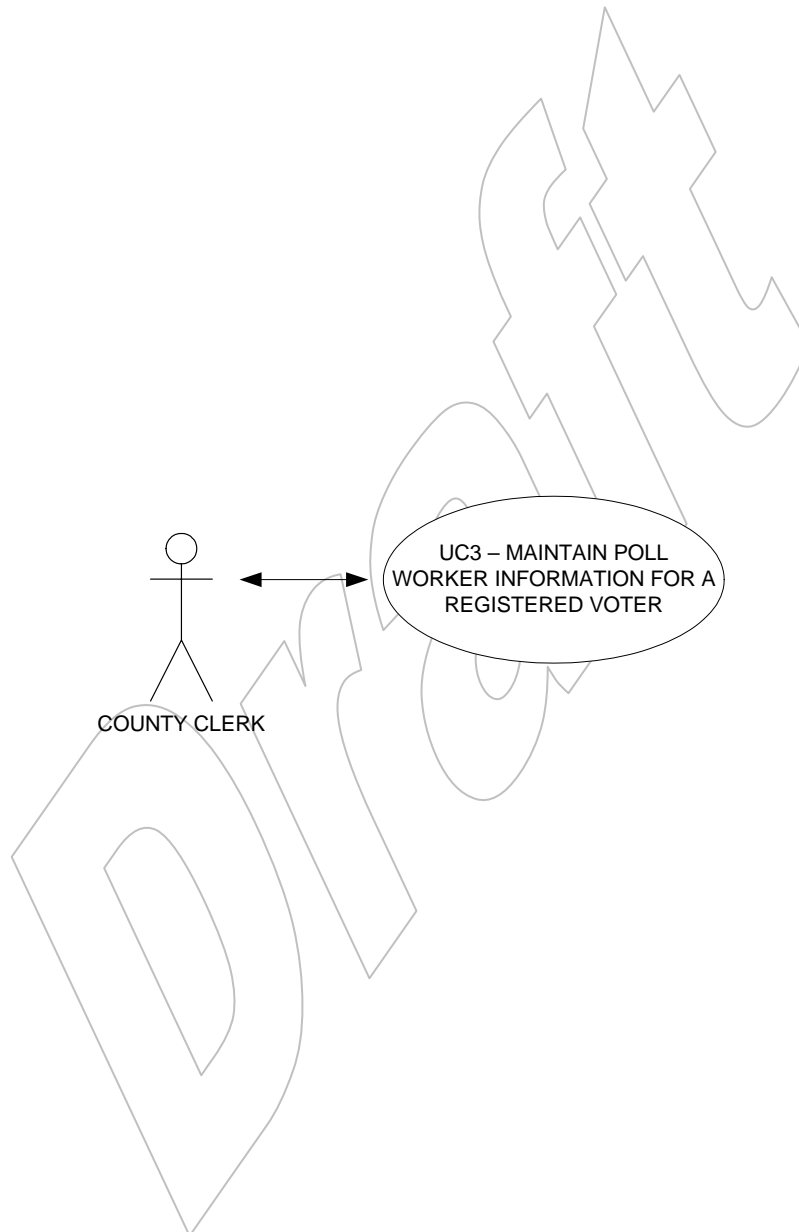
Priority High

Frequency of use Medium

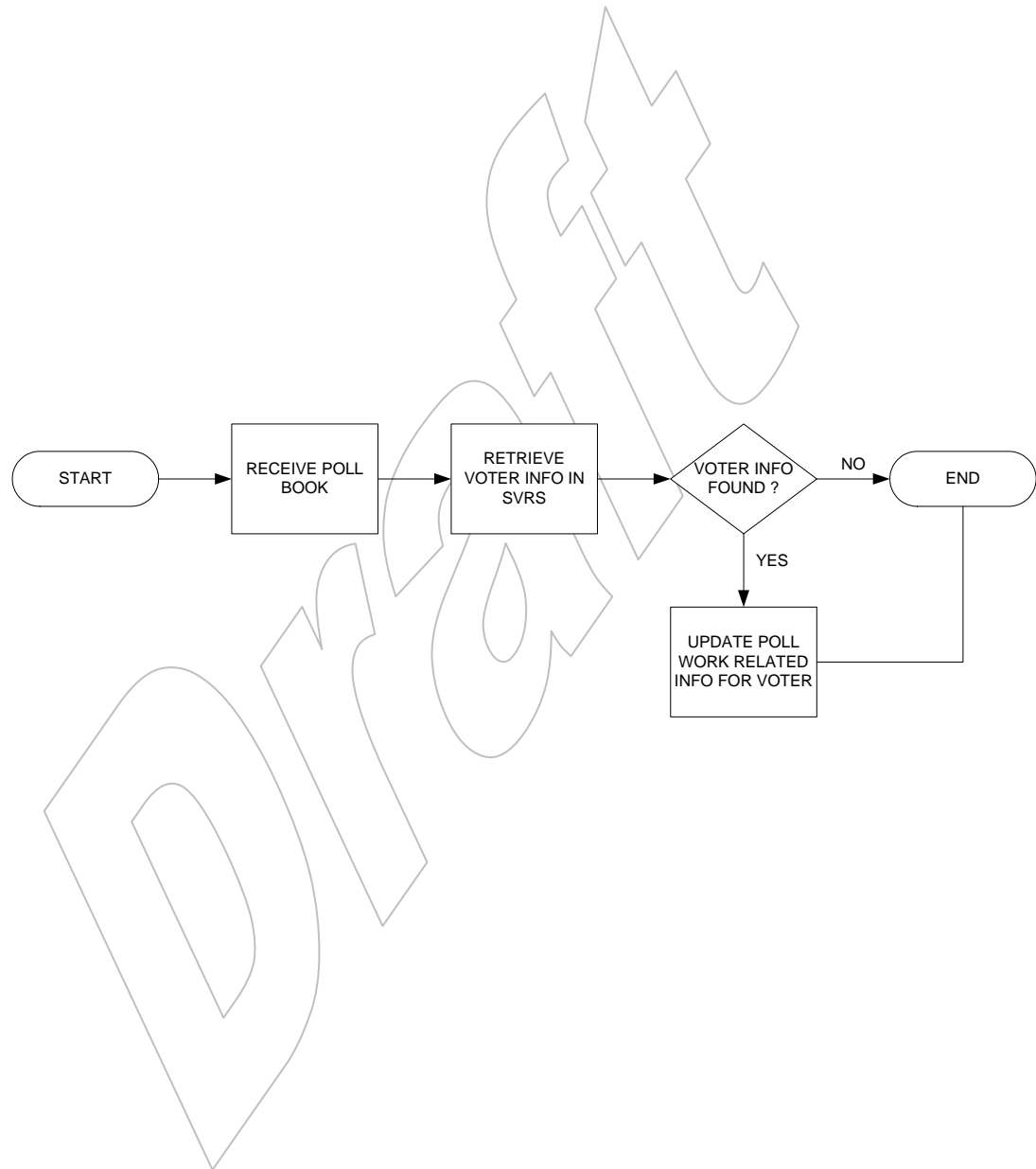
Draft

UC3 - Maintain Poll Work Information For A Registered Voter

Use Case Diagram



COUNTY
CLERK



UC3.1 Maintain Poll Work Information For A Registered Voter

Description

The County Clerk can maintain information on the election that a registered voter will serve as a poll worker. When a registered voter serves as a poll worker in any election held in a county, he/she will provide details of the number of hours worked etc to the County. The County Clerk will update the registered voter's information with the poll work details provided by the voter.

Invoking Actor

County Clerk

Assumptions

The County Clerk has verified the poll work details provided by the poll worker.

Preconditions

1. County Clerk has logged into the application.
2. The registered voter is marked as a poll worker.
3. The County Clerk has retrieved the voter information for the voter.

Post Conditions

Poll work related information has been created or maintained for the registered voter who has served as a poll worker.

Normal Flow

The County Clerk can maintain the following poll work related information for the registered voter:

- List of elections that the poll worker will serve in
 - Election to serve
 - Days and time to serve as a poll worker
 - Precinct or polling station to serve in
 - Role(s) to serve in
- List of trainings attended
 - Training name
 - Date of training
 - Hours of training attended
 - Certificate issued for training (yes/no) ?
 - Amount due to poll worker for attending training
 - Amount paid to poll worker for attending training (yes/no) ?
 - Date paid
- List of elections worked in
 - Election served in
 - Details of work done for the election
 - * Role served in
 - * Day worked
 - * Number of hours worked in the day
 - * Amount earned

- * Mileage amount
- * Amount paid to poll worker (yes/no) ?
- * Date paid

Alternate Flow

When maintaining the details of the election that a poll worker will serve in, the County Clerk can select a specific election to copy the poll worker assignments to the new election. The system will automatically assign the poll worker to the new election based on the assignment from an earlier election. The County Clerk can update any of the assignments if needed.

Includes

None

Exceptions

None

Benefiting Actor None

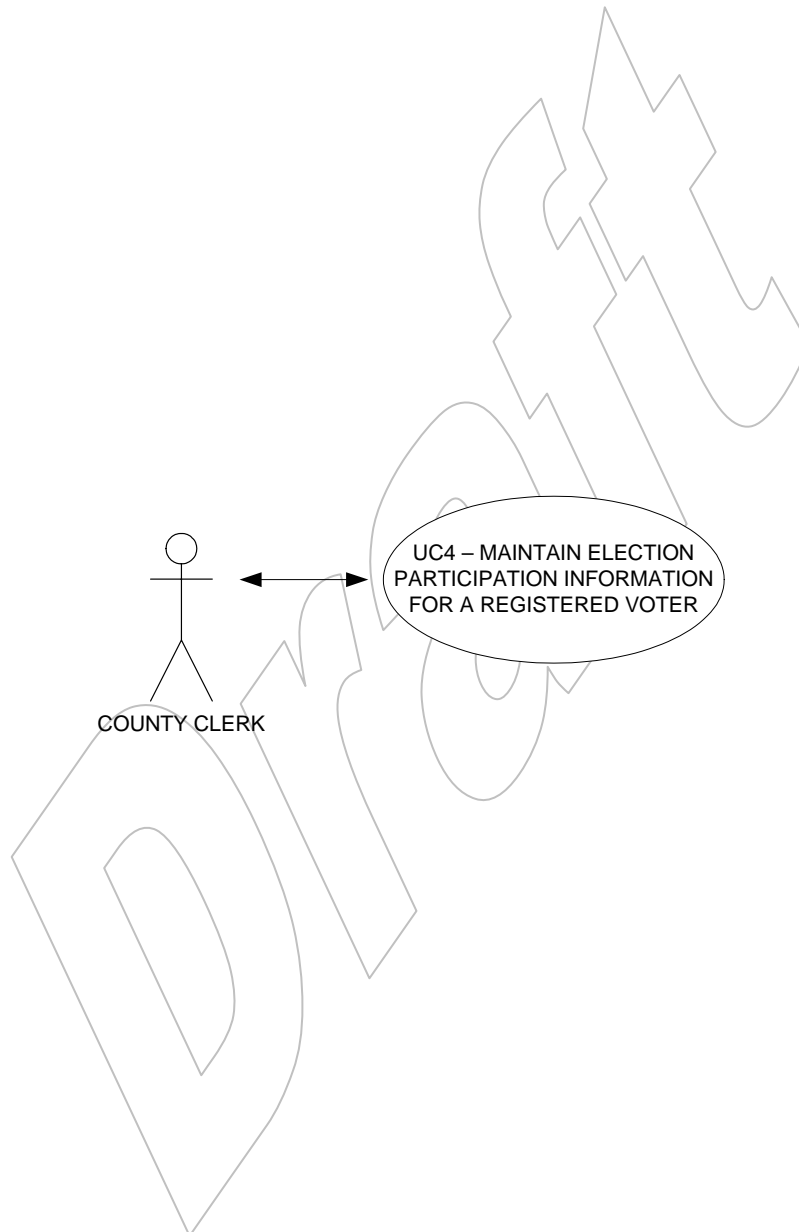
Participating Actor None

Priority Unknown

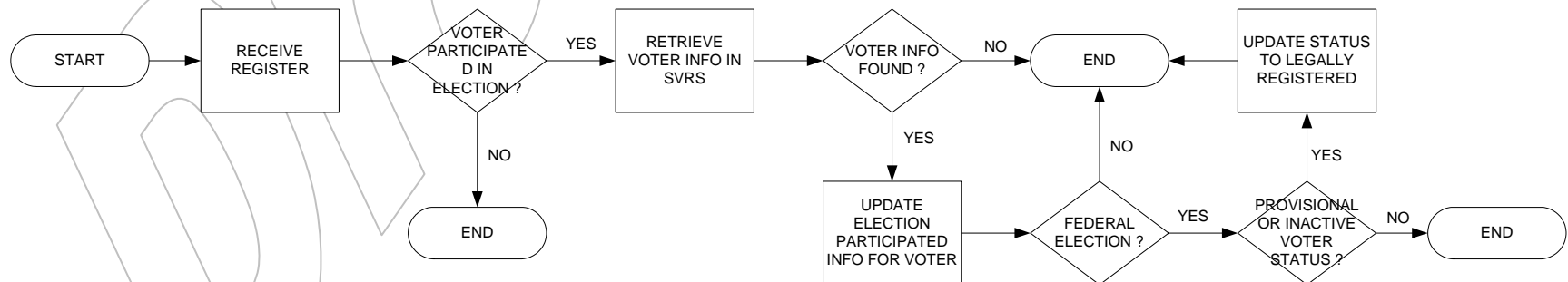
Frequency of use Unknown

UC4 - Maintain Election Participation Information For A Registered Voter

Use Case Diagram



COUNTY CLERK



UC4.1 Maintain Election Participation Information For A Registered Voter

Description

When a registered voter participates in an election, he/she signs the register. The register is sent back to the County where the County Clerk updates the registered voter's information with the details of the election participated. If a provisionally registered voter or inactive voter participated in a federal election, the system will automatically update his/her status to "legally registered".

Invoking Actor

County Clerk

Assumptions

The County Clerk has received the registers for the election held in the county.

Preconditions

County Clerk has logged into the application.

Post Conditions

The details of the election that the voter participated in are updated.

Normal Flow

1. The County Clerk selects the election and the precinct for which the register was generated. The County Clerk can indicate that he/she is updating information for voters who did participate in the election.
2. If the register has a bar code against each registered voter listed in the register, the County Clerk can use a bar code scanner to scan the bar code for voters who have participated in the election.
3. When a bar code is scanned, the system will retrieve the following details of the voter registered in the county whose unique id matches the bar code scanned.
4. The County Clerk can specify that he/she is done scanning the bar codes. The system will display the following information for all bar codes scanned:
 - List of bar codes scanned
 - Unique Id
 - First name
 - Last name
 - Residence Address
 - * Street
 - * City
 - * State
 - * Zip
5. The County Clerk can review the list of bar codes scanned. The County Clerk can delete any scanned bar code from the list.

6. The County Clerk can choose to update the election details for all the bar codes scanned.
7. For each bar code in the list, the system will update the following information for the registered voter:
 - Election participated in
 - Precinct voted in
8. If the registered voter's status is "provisionally registered" or "inactive" and if the election is a federal election, the system will automatically update the voter's status to "legally registered".

Alternate Flow 1

The County Clerk can also choose to manually enter the unique id or bar code of the voters who participated in the election. The remaining process remains the same.

Alternate Flow 2

If the bar code scanned or voter id entered matches the unique id of a voter registered in a different county, the following message will be displayed to the County Clerk and the use case ends:

"The registered voter now resides in a different county."

Alternate Flow 3

The County Clerk can indicate that he/she is updating information for voters who did not participate in an election. The County Clerk can also choose to manually enter the unique id or scan the bar code of only those voters who did not participate in the election. The process detailed in steps 3 to 6 in the normal flow remains the same. The system will update the information for all other registered voters in the county whose bar code was not scanned as per the details listed in step 7 and 8 of the normal flow.

Includes

None

Exceptions

1. If the bar code scanned or voter id entered does not match the unique id of a registered voter, the following message will be displayed to the County Clerk and the use case ends:

"The registered voter could not be found in the system. Please contact Secretary of State."
2. If the voter information indicates that the voter has already participated in the election, the following message will be displayed to the County Clerk and the use case ends:

"The registered voter has already participated in the same election. Please contact Secretary of State."

Benefiting Actor None

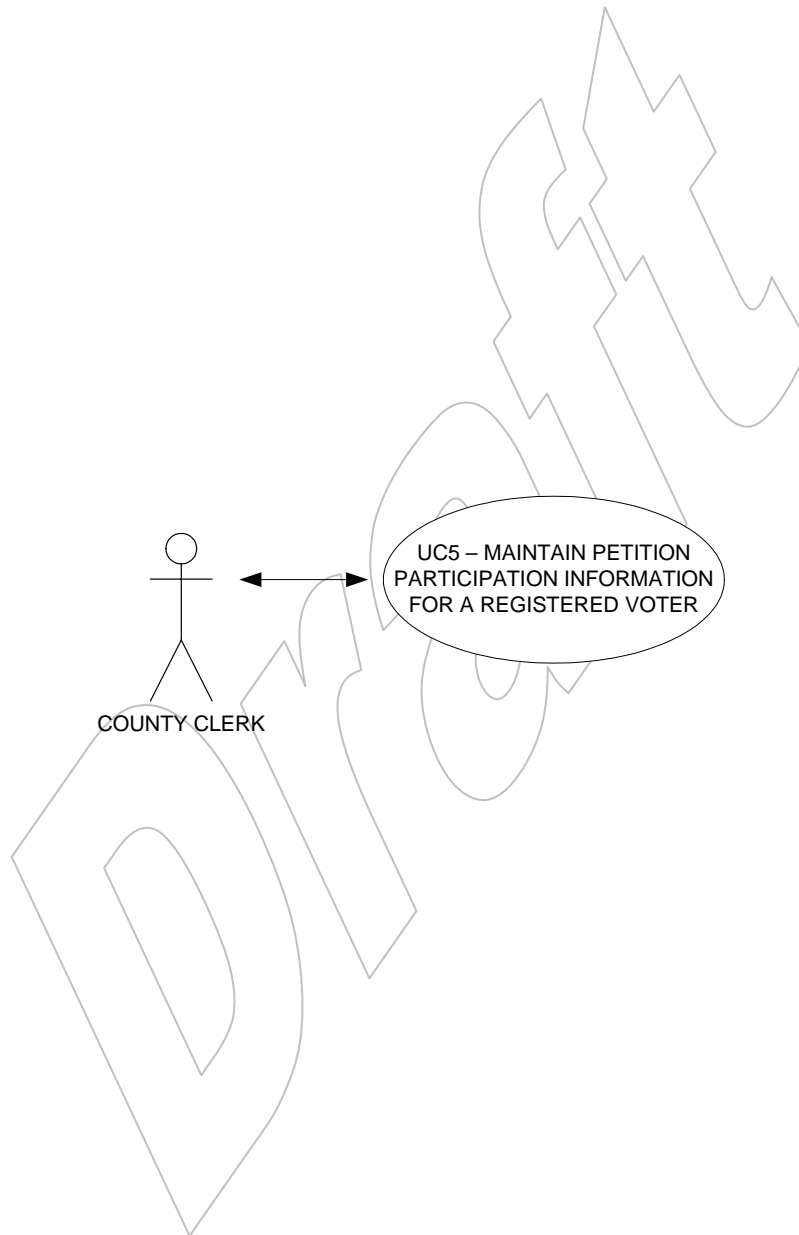
Participating Actor None

Priority High

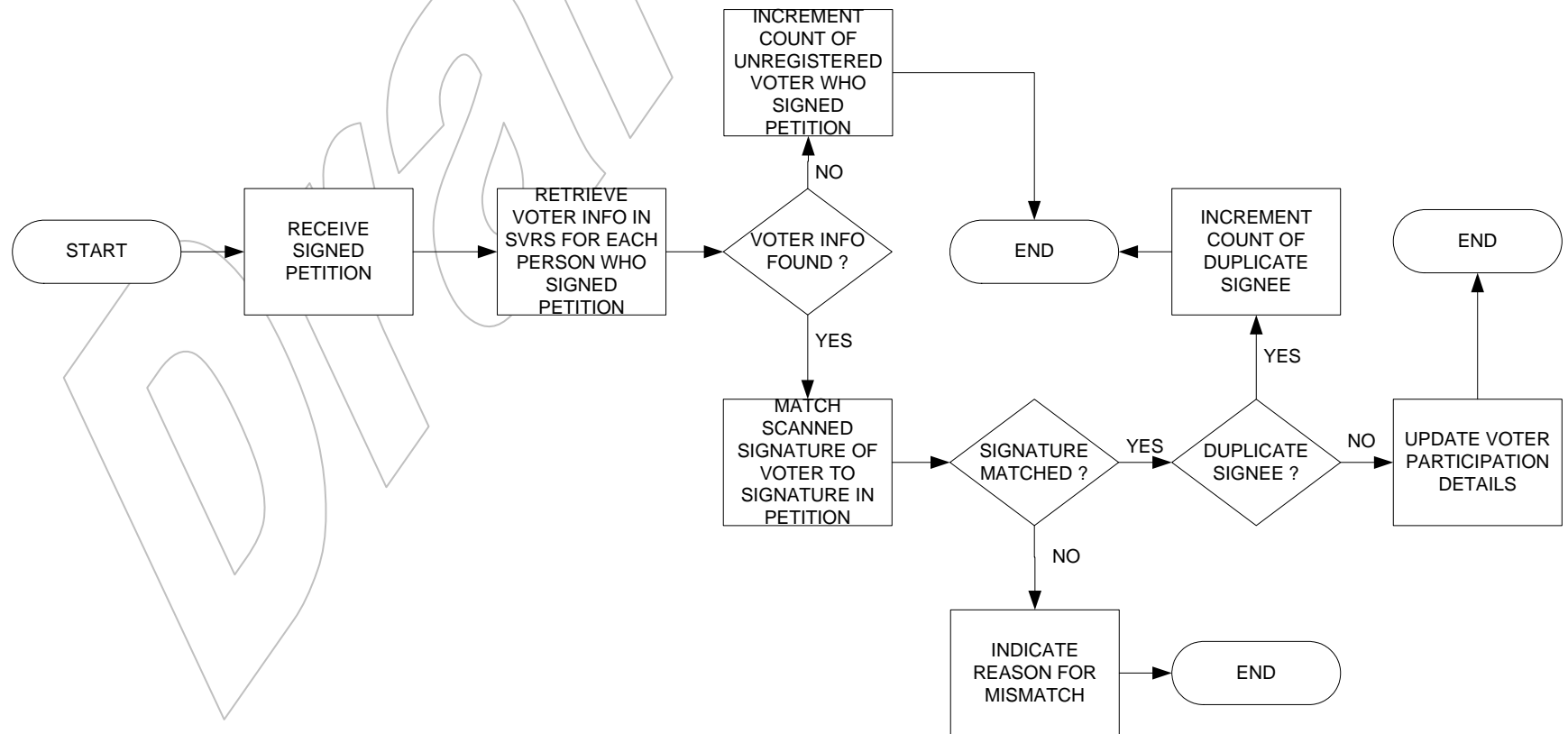
Frequency of use Medium

UC5 - Maintain Petition Participation Information For A Registered Voter

Use Case Diagram



COUNTY CLERK



UC5.1 Maintain Petition Participation Information For A Registered Voter

Description

Signed petitions are sent back to the County. The County Clerk will verify the signatures on the petition with registered voters in the system. The County Clerk can also update the information for the registered voters who participated in the petition and non-registered voters who participated in the petition.

Invoking Actor

County Clerk

Assumptions

The County Clerk has received the signed petition.

Preconditions

1. County Clerk has logged into the application.
2. Petition has been created in the application

Post Conditions

The details of the petition that the voter participated in are updated. The number of duplicate signers for the petition and the number of non-registered voters who signed the petition are updated.

Normal Flow

1. The County Clerk can select the petition for which the signed petition was received.
2. The County Clerk can search for a registered voter based on the following information specified in the petition:
 - First name
 - Last name
 - Street address
 - City
 - State
 - Zip
3. If the voter information is found, the system will display all the registered voters who match the specified criteria:
 - List of voters who match the specified criteria
 - Unique Id
 - First name
 - Last name
 - Residence Address
 - * Street
 - * City
 - * State
 - * Zip
 - Scanned signature

4. The County Clerk can compare the scanned signature against the signature on the petition.
5. If the signature matches and if the voter had not participated in the same petition earlier, the County Clerk can mark that the voter participated in the petition.

Alternate Flow 1

If the County Clerk cannot find a registered voter who matches the person who signed the petition, the County Clerk can maintain the following information:

- Name of the person who signed the petition
- Reason for not counting in the petition (not a registered voter, signature mismatch, illegible name etc.)

Alternate Flow 2

If the County Clerk identifies that the registered voter participated in the petition earlier, the County Clerk can increment the count of the duplicate registered voters who participated in the petition by 1.

Alternate Flow 3

If the County Clerk finds a registered voter who matches the specified criteria and if the scanned signature does not match the signature on the petition, the County Clerk can specify the reason for the mismatch.

Includes

None

Exceptions

None

Benefiting Actor

None

Participating Actor

None

Priority

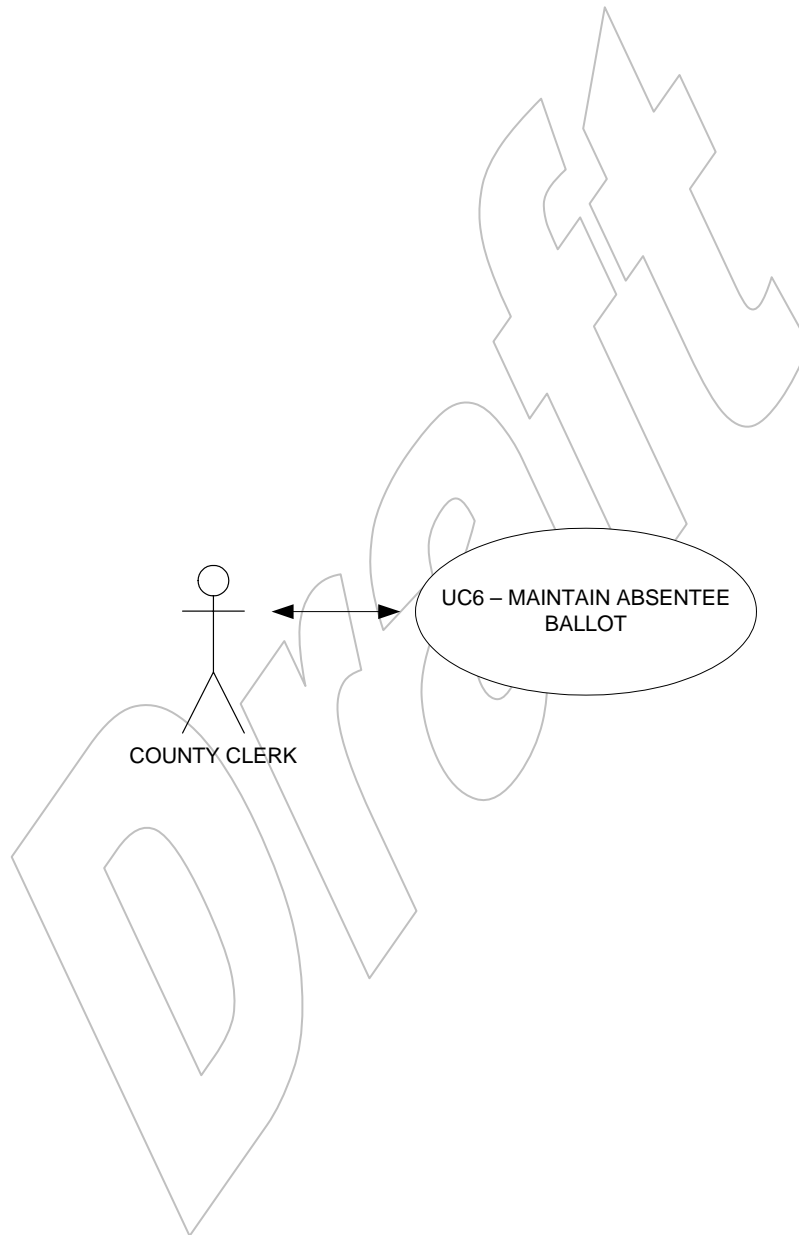
High

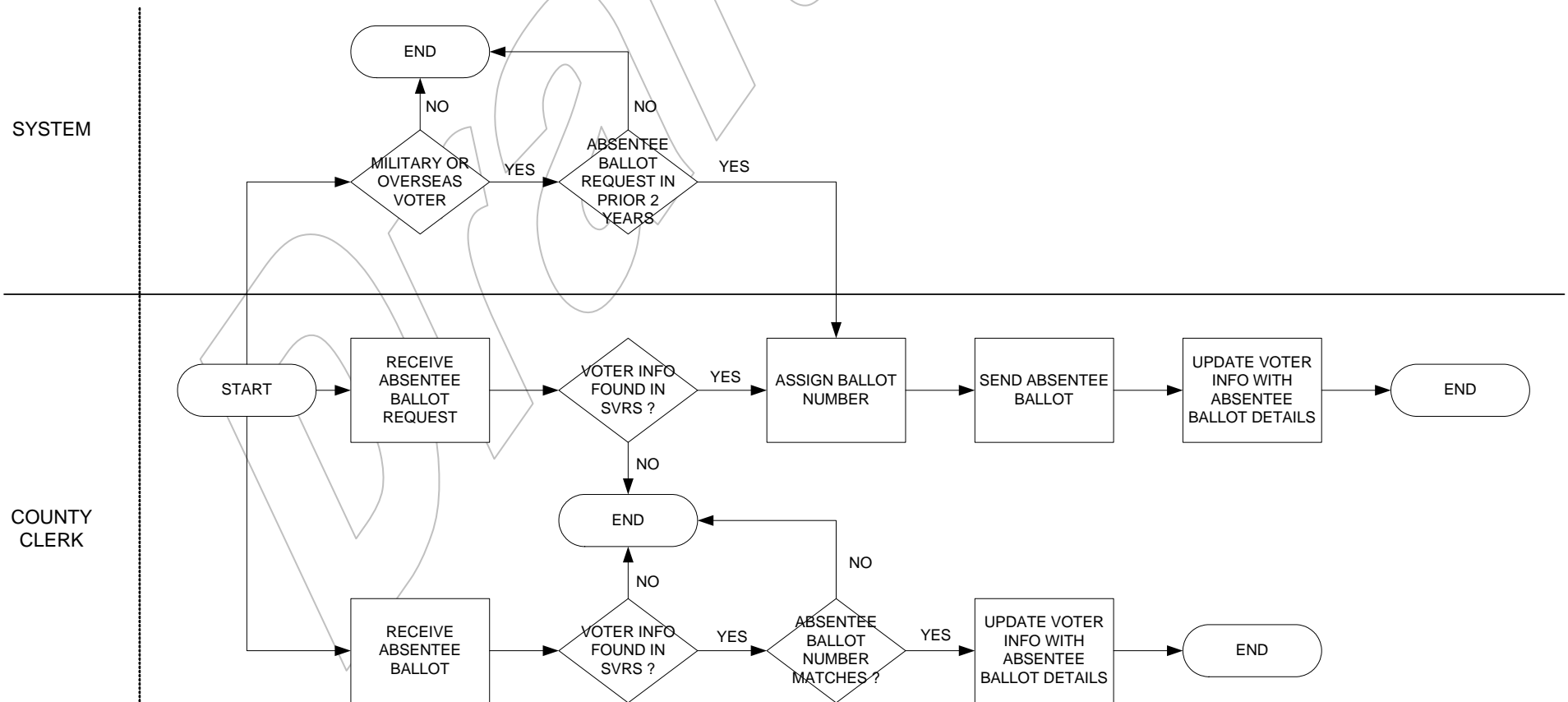
Frequency of use

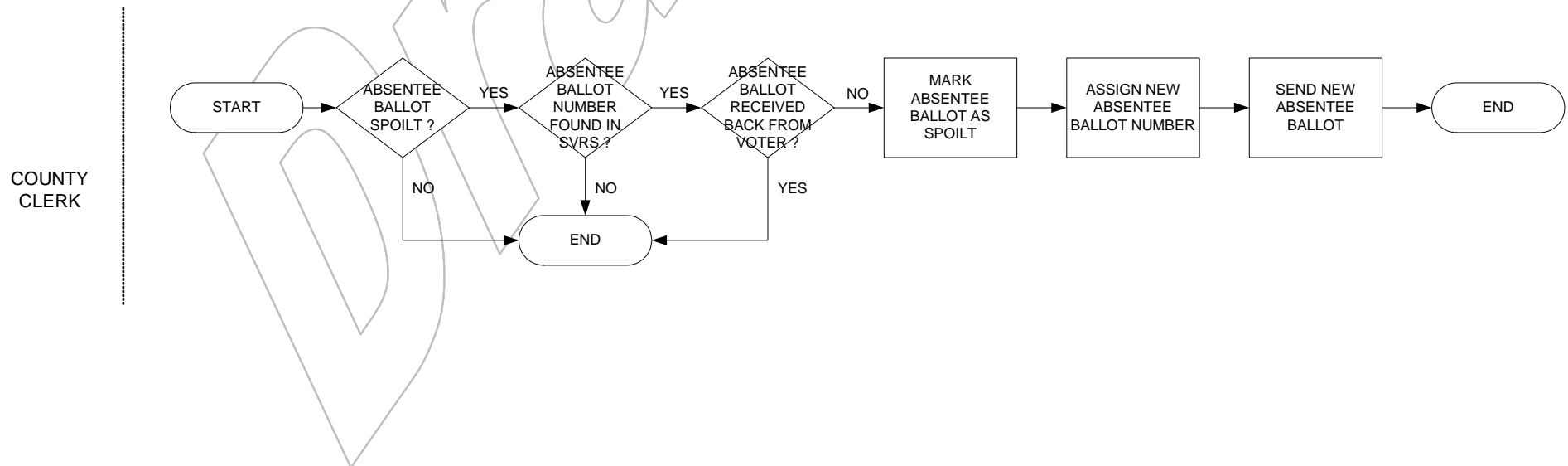
Medium

UC6 - Maintain Absentee Ballot

Use Case Diagram







UC6.1 Send Absentee Ballot To Registered Voter

Description

A registered voter may request an absentee ballot for a specific election. If the voter is not a purged voter, the County Clerk updates the voter information with the absentee ballot request and sends an absentee ballot to the voter.

Also the system will automatically send an absentee ballot to military personnel who had received an absentee ballot during the previous two year period. The County Clerk can also indicate that the military or overseas personnel requested that absentee ballots no longer be sent based on a signed request received.

Invoking Actor

- County Clerk
- System

Assumptions

The County Clerk has received the absentee ballot request from a registered voter.

Preconditions

1. County Clerk has logged into the application.
2. The County Clerk has retrieved the information for the voter who has requested the absentee ballot.
3. The voter is not a purged voter.

Post Conditions

The voter's record is updated to reflect that the absentee ballot request received. The voter's record is updated to reflect that the absentee ballot has been sent.

Normal Flow

1. The County Clerk updates the following information for the voter who requested an absentee ballot:
 - Election for which absentee ballot was requested
 - Date when absentee ballot request was received
 - Date when absentee ballot was sent
 - Absentee ballot number sent
 - Military absentee ballot (yes / no)
 - Overseas absentee ballot (yes / no)
 - Address to which absentee ballot was sent, if not a military address
 - o Street
 - o City
 - o State
 - o Zip
 - o Country
 - Automatically send absentee ballot to military & overseas personnel (yes)
 - Requested Voter Information Pamphlet (yes/no) ?
 - Address to which absentee ballot was sent, if a military address
 - Name of the person, if the absentee ballot was picked up by another person

2. The system will assign a sequential tracking number for absentee ballot requests received for an election within the county.

Alternate Flow 1

At pre-defined periodic intervals, the system identifies the registered voters who were sent an absentee ballot to military or overseas personnel within the previous two years. If no absentee ballot has been sent to the voter for the specific election, the system will check to see if the voter has requested that the absentee ballot not be sent automatically. If the voter has not made such a request, the system automatically sends an absentee ballot to the voter's last requested address. The voter's information is updated as follows:

- Date when absentee ballot was sent
- Absentee ballot number sent
- Address to which absentee ballot was sent, if a military address

Alternate Flow 2

Only one absentee ballot can be sent to a registered voter for a specific election. If the County Clerk tries to send a second absentee ballot to the voter for the specific election, the following message will be displayed:

"Absentee ballot has already been sent to the voter. Please spoil the earlier absentee ballot first."

Alternate Flow 3

If the military or overseas personnel request that absentee ballot not be sent automatically to them, the County Clerk can update the following information:

- Automatically send absentee ballot to military & overseas personnel (no)
- Date when request was made by voter

Includes

None

Exceptions

None

Benefiting Actor

County Clerk

Participating Actor

None

Priority

High

Frequency of use

High

UC6.2 Receive Absentee Ballot From A Registered Voter

Description

The County Clerk receives the absentee ballot from the registered voter. The County Clerk can either scan the bar code on the absentee ballot or enter the voter's id on the absentee ballot to retrieve the voter's information. The County Clerk can update the voter information with the receipt details.

Invoking Actor

County Clerk

Assumptions

The County Clerk has received the absentee ballot from the registered voter.

Preconditions

1. The County Clerk has logged into the application.
2. The County Clerk has retrieved the information for the voter who has sent the absentee ballot.

Post Conditions

The voter's record is updated to reflect that the absentee ballot has been received.

Normal Flow

1. The County Clerk verifies that the absentee ballot number received from the voter matches the absentee ballot number sent to the voter.
2. If the absentee ballot number matches, the County Clerk updates the following information for the voter:
 - Date when absentee ballot was received from the voter
 - Mode of receipt (walk-in, third party, via mail)

Alternate Flow 1

If the absentee ballot number does not match the absentee ballot number sent to the voter, the following message will be displayed:

"Absentee ballot number does not match the absentee ballot sent to the voter."

Alternate Flow 2

1. If the absentee ballot was received from a provisionally registered voter, the County Clerk will also update one or more of the following information:
 - Last 4 digits of SSN
 - License number
 - State id
2. The system will verify the SSN, license number, or state id as specified in UC1.3 - Verify SSN, license number, or state id.

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

Priority High

Frequency of use High

DRAFT

UC6.3 Mark Absentee Ballot As Spoilt

Description

The County Clerk can mark a single or a range of absentee ballots as spoilt for a variety of reasons. The County Clerk can either mark individual absentee ballot papers or a range of absentee ballot papers as spoilt.

Invoking Actor

County Clerk

Assumptions

The County Clerk knows the absentee ballot number(s) that need to be marked as spoilt.

Preconditions

The County Clerk has logged into the application.

Post Conditions

The absentee ballot is marked as spoilt.

Normal Flow

1. The County Clerk can enter one or more or a range of absentee ballot numbers.
2. The system will display the following information for all absentee ballots that match the above criteria:
 - Absentee ballot number
 - Name of voter to whom the absentee ballot will be sent
3. The County Clerk can mark the absentee ballot as spoilt and assign a new absentee ballot number to the registered voter.

Alternate Flow 1

If the absentee ballot number entered does not match the absentee ballot number in the system, the following message will be displayed and the use case ends:

“Absentee ballot number is not found. Please verify”

Alternate Flow 2

Up to 3 absentee ballots can be marked as spoilt for a voter for a specific election. If the County Clerk attempts to mark a fourth absentee ballot as spoilt, the following message will be displayed and the use case ends:

“Cannot spoil this ballot as only 3 absentee ballots can be marked as spoilt for a voter for a specific election.”

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

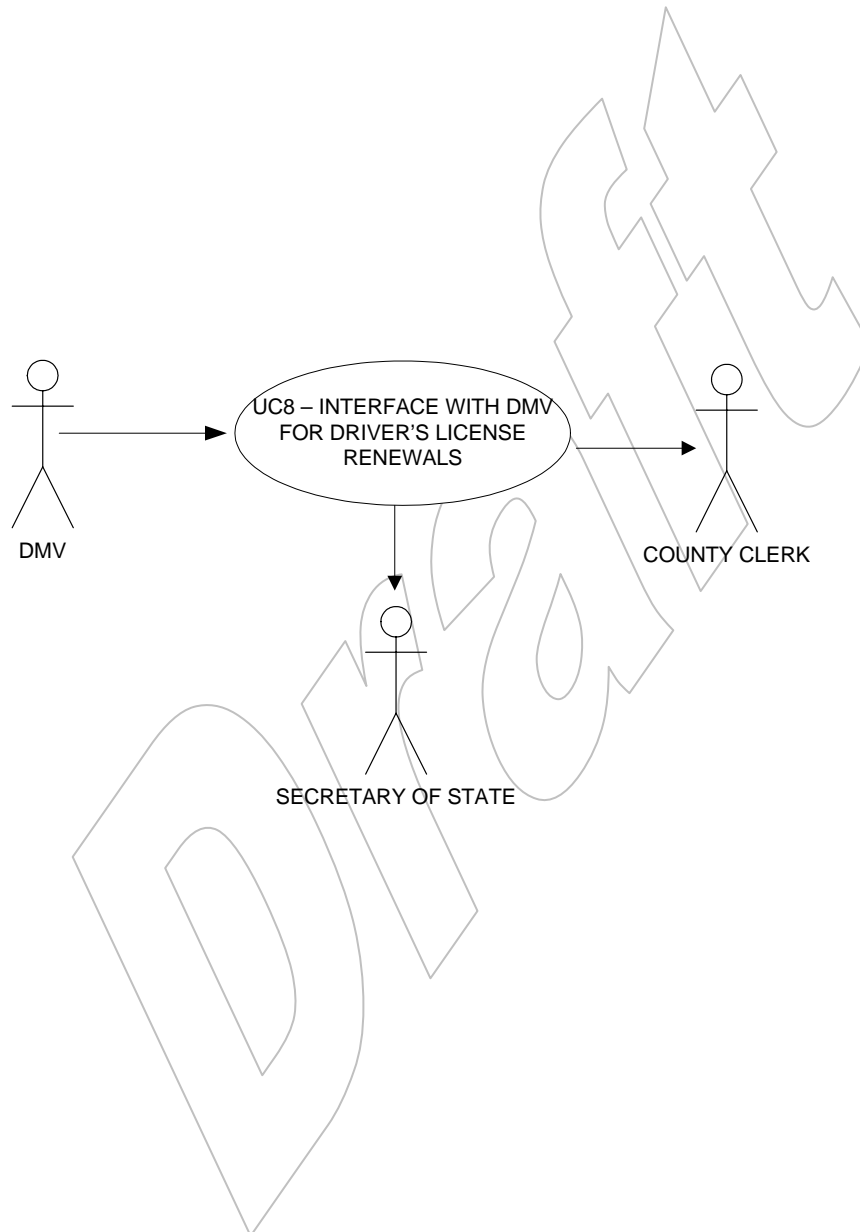
Priority High

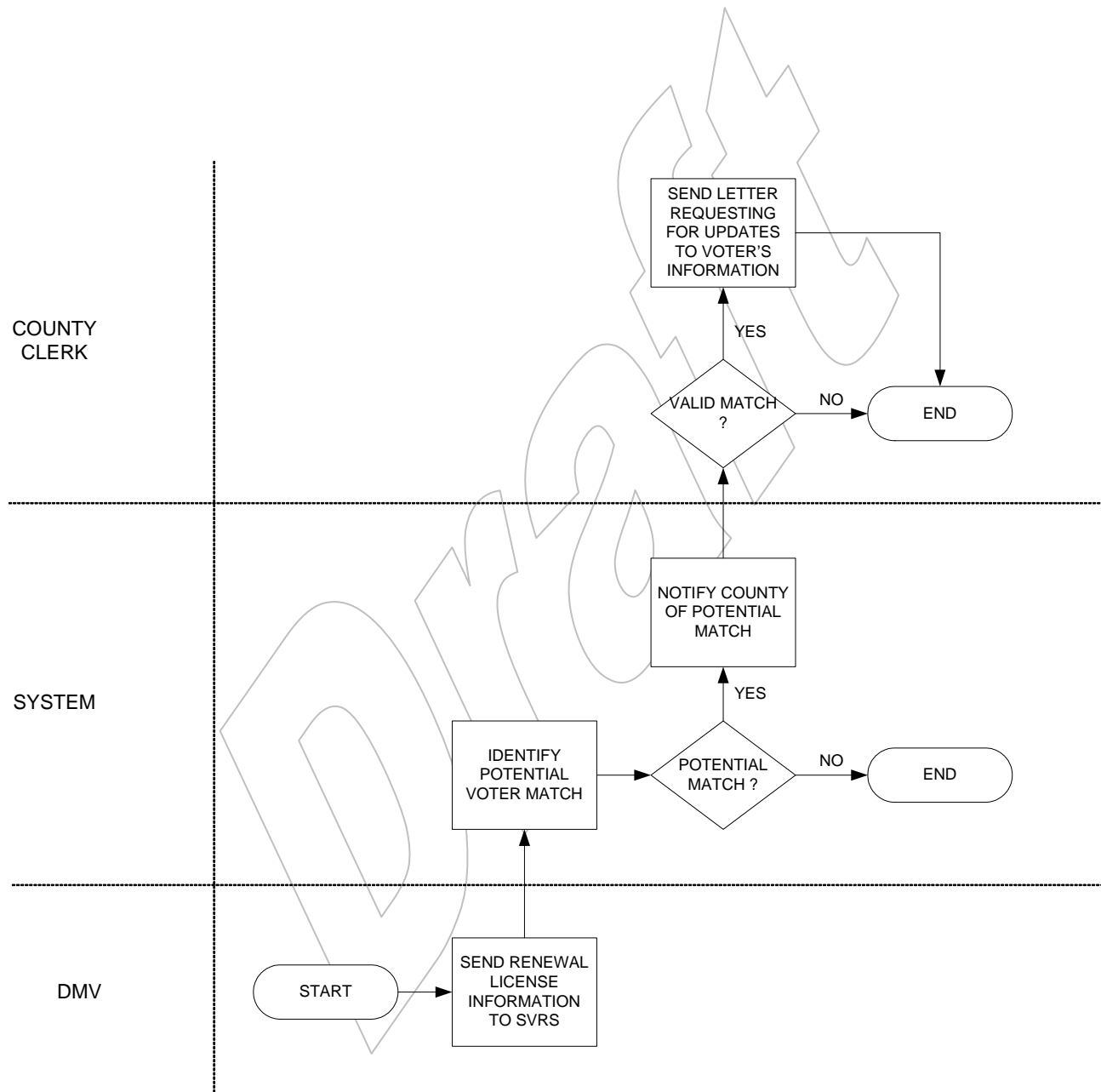
Frequency of use High

DRAFT

UC8 - Interface With DMV For Driver's License Renewals

Use Case Diagram





UC8.1 - Notify County About Driver's License Renewals

Description

DMV maintains information on the driver's licenses renewed within the state of Montana. At pre-defined intervals, DMV will provide the application a list of every Montana resident who renewed his/her Montana driver's license since the last report. The system will notify the County Clerk about registered voters who match a driver in the list provided by DMV.

Invoking Actor

System

Assumptions

The network connection with DMV application is up.

Preconditions

The list of every Montana resident who renewed his/her Montana's driver's license since the last report has been provided by DMV in an electronic format.

Post Conditions

The County Clerk is notified that a registered voter may have renewed his/her license but has not informed the county about the same.

Normal Flow

1. DMV will electronically transmit a list of every Montana resident who renewed his/her Montana driver's license since the last list was sent by DMV. The electronic transmission will be in a pre-defined format and would contain the following:
 - Name of the resident
 - Date of birth
 - Residence address
 - Street
 - City
 - Zip
 - SSN if available
 - License details
 - Current license number
 - List of earlier license numbers held by the resident
2. The system will notify the County Clerk if:
 - the information for the registered voter in the county matches the information provided by DMV based on the name, date of birth, SSN, and any of the license numbers that the resident may have held, and
 - the registered voter's license number in the system is not the current license number as provided by DMV

Alternate Flow

If no match is found for the resident listed in the DMV electronic file, the use case ends.

Includes

None

Exceptions

If the information received from DMV is not in pre-defined format, a notification will be sent to the SOS with the following message:

“Electronic transmission received from DMV on <date> is not in the pre-defined format.”

Benefiting Actor County Clerk

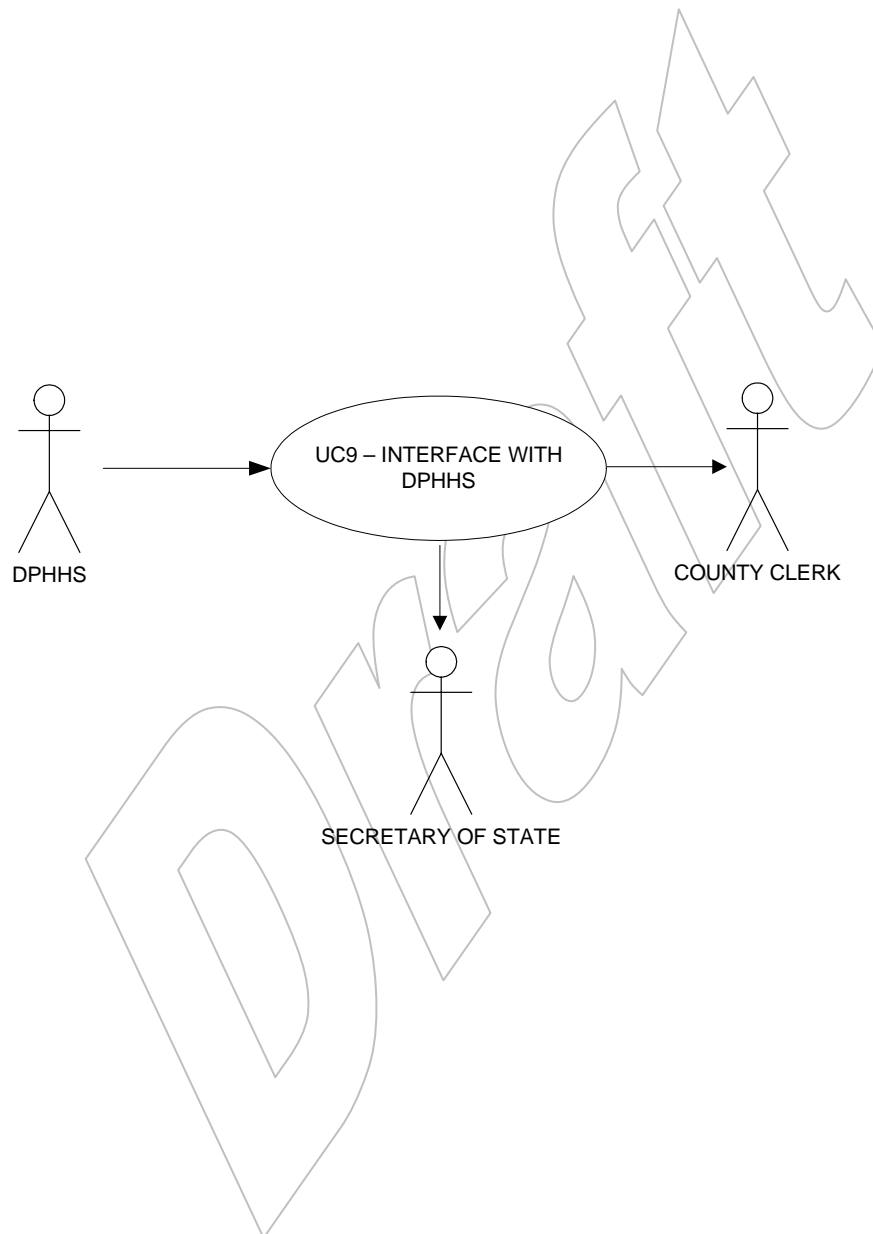
Participating Actor DMV, SOS

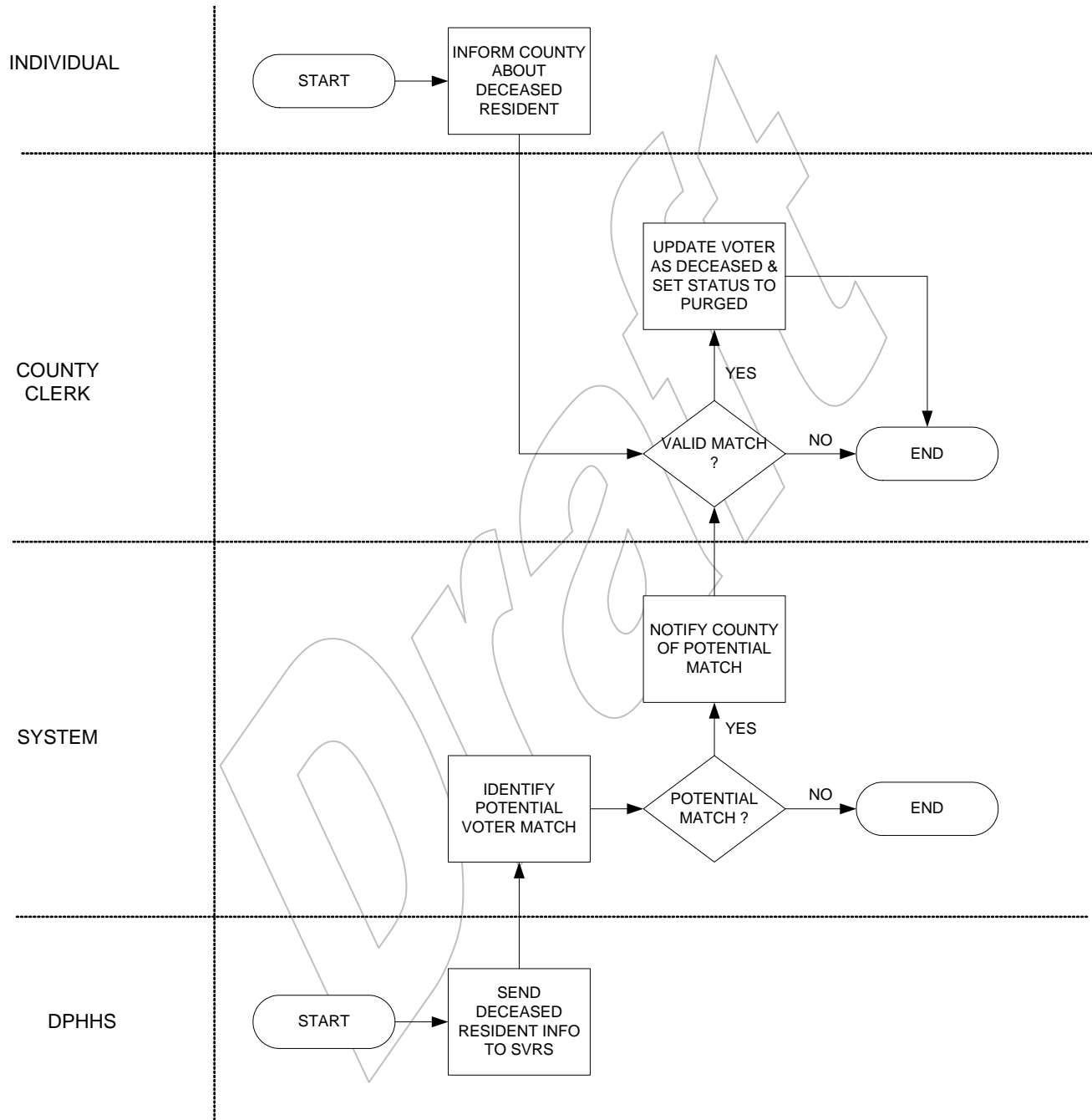
Priority High

Frequency of use Medium

6.5. UC9 - Interface With DPHHS

Use Case Diagram





UC9.1 - Notify County About Deceased Voter

Description

DPHHS maintains information on Montana residents who die within the state of Montana. At pre-defined intervals, DPHHS will provide the application a list of all Montana residents who died within the state since the last report. The system will notify the County Clerk about registered voters who match a deceased resident in the list provided by DPHHS.

Invoking Actor

DPHHS

Assumptions

The network connection with DPHHS application is up.

Preconditions

The list of deceased voters since the last report run has been provided by DPHHS in an electronic format.

Post Conditions

The County Clerk is notified that a registered voter may have died.

Normal Flow

1. DPHHS will electronically transmit a list of deceased Montana residents who died since the last list was sent by DPHHS. The electronic transmission will be in a pre-defined format and would contain the following:
 - Name of the deceased
 - Date of birth
 - Date of death
 - County of residence
 - Residence address
 - o Street
 - o City
 - o Zip
 - SSN if available. If not available, this will be blank or “999999999”
 - Updates to information on deceased sent earlier (yes/no) ?
2. The system will notify the County Clerk if a registered voter in the county matches the information provided by DPHHS.

Alternate Flow

If no match is found for a deceased resident listed in the DPHHS electronic file, the use case ends.

Includes

None

Exceptions

If the information received from DPHHS is not in pre-defined format, a notification will be sent to the SOS with the following message:

“Electronic transmission received from DPHHS on <date> is not in the pre-defined format.”

Benefiting Actor County Clerk

Participating Actor DPHHS, SOS

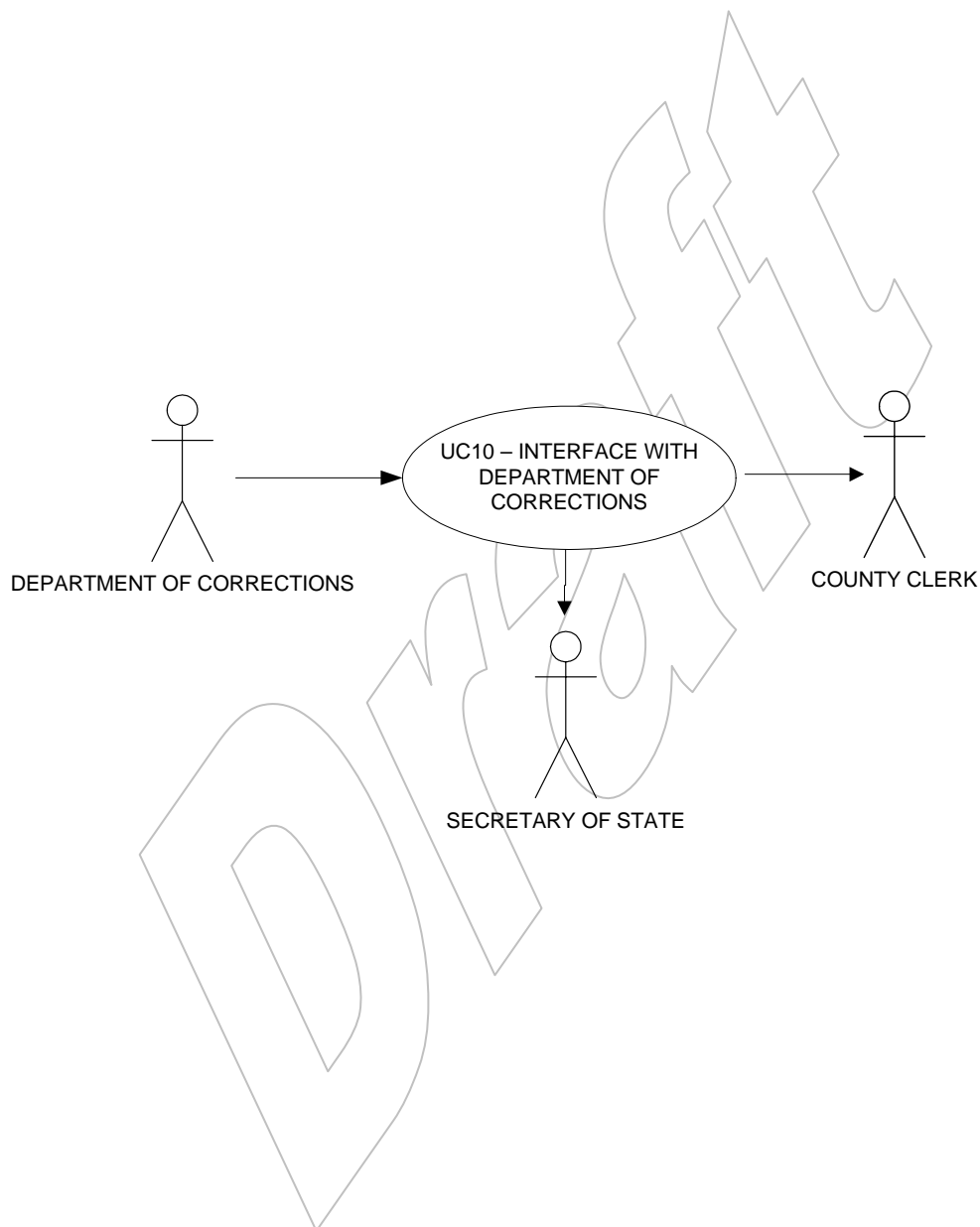
Priority High

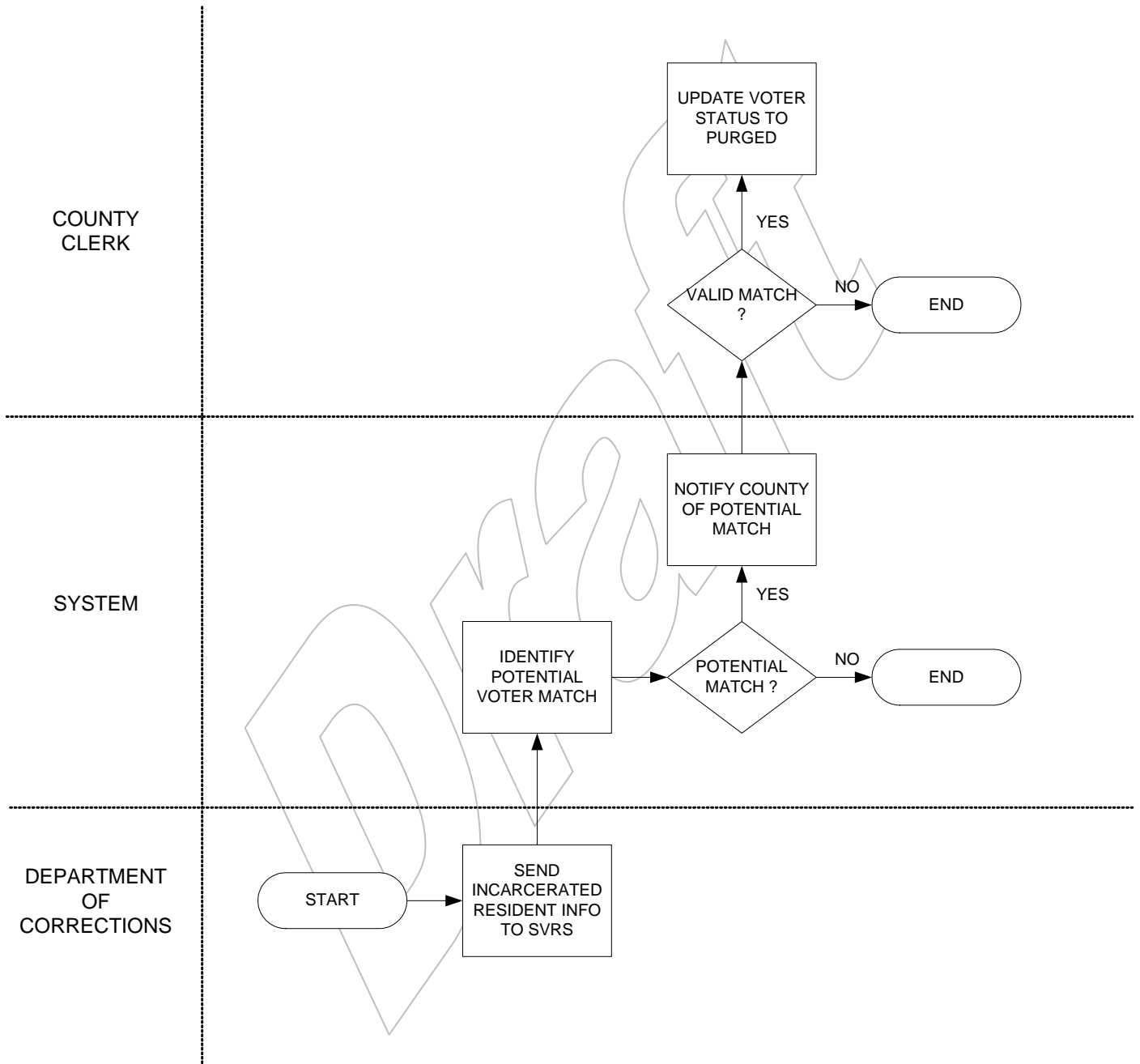
Frequency of use Medium

DRAFT

6.6. UC10 - Interface With Department Of Corrections

Use Case Diagram





UC10.1 - Notify County About Incarcerated Voter

Description

The Department of Corrections maintains information on incarcerated Montana residents. At pre-defined intervals, the Department of Corrections will provide a list of all incarcerated Montana residents since the last report. The system will notify the County Clerk about registered voters who match an incarcerated resident in the list provided by the Department of Corrections.

Invoking Actor

Department of Corrections

Assumptions

The network connection with Department of Corrections application is up.

Preconditions

The list of incarcerated voters since the last report run has been provided by Department of Corrections in an electronic format.

Post Conditions

The County Clerk is notified that a potential match has been found for an incarcerated registered voter.

Normal Flow

1. Department of Corrections will electronically transmit a list of incarcerated Montana residents who have been incarcerated since the last list was sent by Department of Corrections. The electronic transmission will be in a pre-defined format and would contain the following:
 - Name of the deceased
 - Date of birth
 - Sentencing county
 - List of aliases for the resident
 - Driver's license number
 - SSN
2. The system will notify the County Clerk if a registered voter in the county matches the information provided by Department of corrections.

Alternate Flow

If no match is found, the use case ends.

Includes

None

Exceptions

If the information received from Department of Corrections is not in pre-defined format, a notification will be sent to the SOS with the following message:

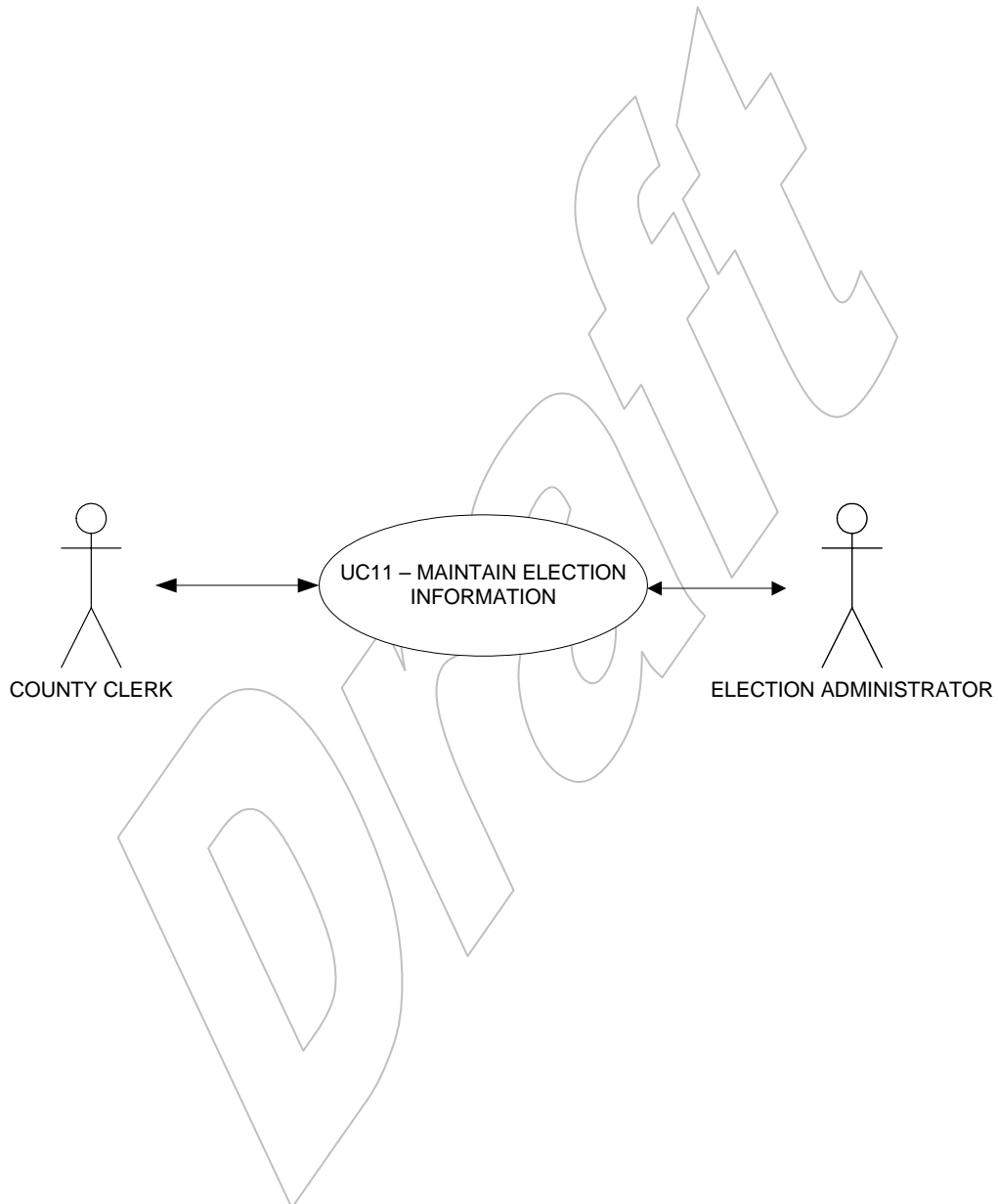
“Electronic transmission received from Department of Corrections on <date> is not in the pre-defined format.”

Benefiting Actor	County Clerk
Participating Actor	Department of Corrections, SOS
Priority	High
Frequency of use	Medium

DRAFT

6.7. UC11 - Maintain Election Information

Use Case Diagram



UC11.1 - Maintain Election Information

Description

The County Clerk can view, create new, or maintain information about elections to be held in his/her county.

Invoking Actor

- County Clerk
- Election Administrator

Assumptions

None

Preconditions

The actor is logged into the application

Post Conditions

Information about the elections to be held in the county has been maintained.

Normal Flow

1. The actor will be able to view a list of elections to be held in the county if election information is to be maintained.
2. The actor will be able to select an election from the list and view/maintain the following information about the election, or enter the following information for a new election:
 - Election name
 - Election type
 - Closing date for election
 - Date when election will be held
3. The actor will be able to add a new election to the list with the above listed details.

Alternate Flow

None

Includes

None

Exceptions

None

Benefiting Actor None

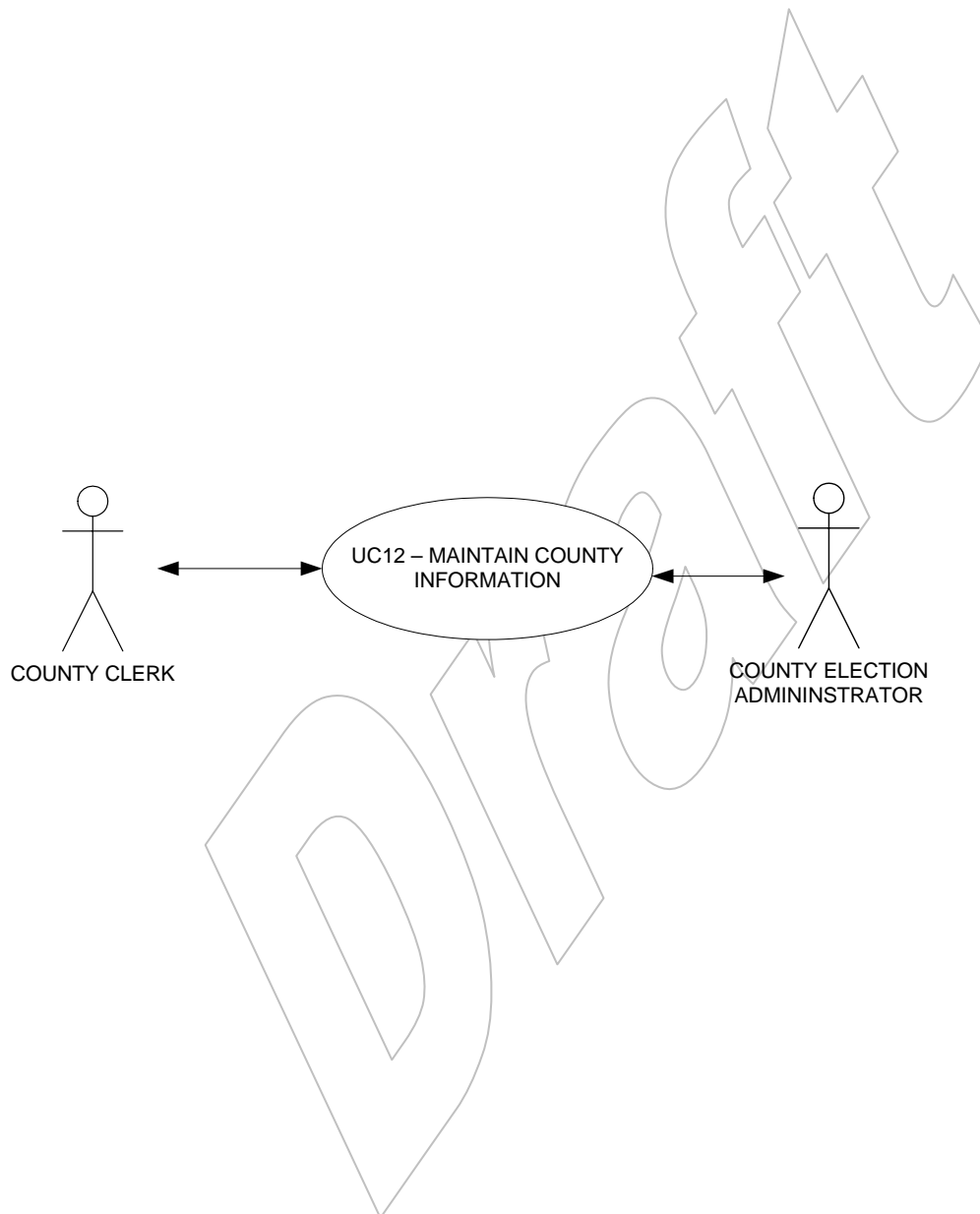
Participating Actor None

Priority High

Frequency of use Medium

6.8. UC12 - Maintain County Information

Use Case Diagram



UC12.1 - Maintain County Information

Description

The County Clerk can view or maintain information about his/her county.

Invoking Actor

County Clerk

Assumptions

None

Preconditions

The County Clerk has logged into the application

Post Conditions

Information about the county has been maintained.

Normal Flow

The County Clerk will be able to view and maintain the following information for the county:

- County name
- County office address
- Phone number
- Fax number
- Email address
- List of poll worker roles in the county for an election
 - o Election name
 - o Name of the role
 - o Description
 - o Hourly rate for training
 - o Hourly rate for serving as a poll worker
 - o Mileage rate

Alternate Flow

None

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

Priority High

Frequency of use Low

Draft

UC12.2 - Maintain Districting Information

Description

The County Clerk can view or maintain districting information about his/her county. In case of re-districting for a county, the system will automatically update the districting assignment information for all the voters in the county.

Invoking Actor

County Clerk
County Election Administrator

Assumptions

None

Preconditions

The County Clerk / County Election Administrator has logged into the application

Post Conditions

Districting information about the county has been maintained.

Normal Flow

The County Clerk/ County Election Administrator will be able to view and maintain the following districting information for the county:

- List of streets
 - o Street name
 - o City
 - o State
 - o Zip code
 - o Precinct
 - o School district
 - o Ward
 - o Other county districting parameters

Alternate Flow

When re-districting information is entered for a county, the system will automatically update the districting assignment information for all the voters in the county as specified in UC1.6 - Maintain Districting Information For A Voter.

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

Priority Low

Frequency of use Low

Draft

UC12.3 - Maintain Polling Station Information

Description

The County Clerk can view or maintain information about the polling stations in his/her county.

Invoking Actor

County Clerk

Assumptions

None

Preconditions

The County Clerk has logged into the application

Post Conditions

Information about polling stations in the county has been maintained.

Normal Flow

The County Clerk can view and maintain the following information for the polling stations in his/her county:

- List of polling stations
 - o Polling station number
 - o Polling station name
 - o Precinct number
 - o Address
 - * Street
 - * City
 - * Zip
 - o Equipment in polling station
 - * Equipment type
 - * Quantity
 - o Number of booths in polling station
 - o Number of booths for disabled voters

Alternate Flow

None

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

Priority High

Frequency of use Low

Draft

UC12.4 - Maintain Customizable Document/Report Templates

Description

The County Clerk can customize document or report templates for his/her county.

Invoking Actor

County Clerk

Assumptions

None

Preconditions

The County Clerk has logged into the application

Post Conditions

The customized template information is updated for the county.

Normal Flow

1. The County Clerk can view the following list of all customizable document and report templates:
 - List of customizable templates
 - Name
 - Description
 - Page layout
 - Page size
2. The County Clerk can select any of the templates and update the contents of the template. The County Clerk cannot modify non-customizable contents in the template.

Alternate Flow

None

Includes

None

Exceptions

None

Benefiting Actor None

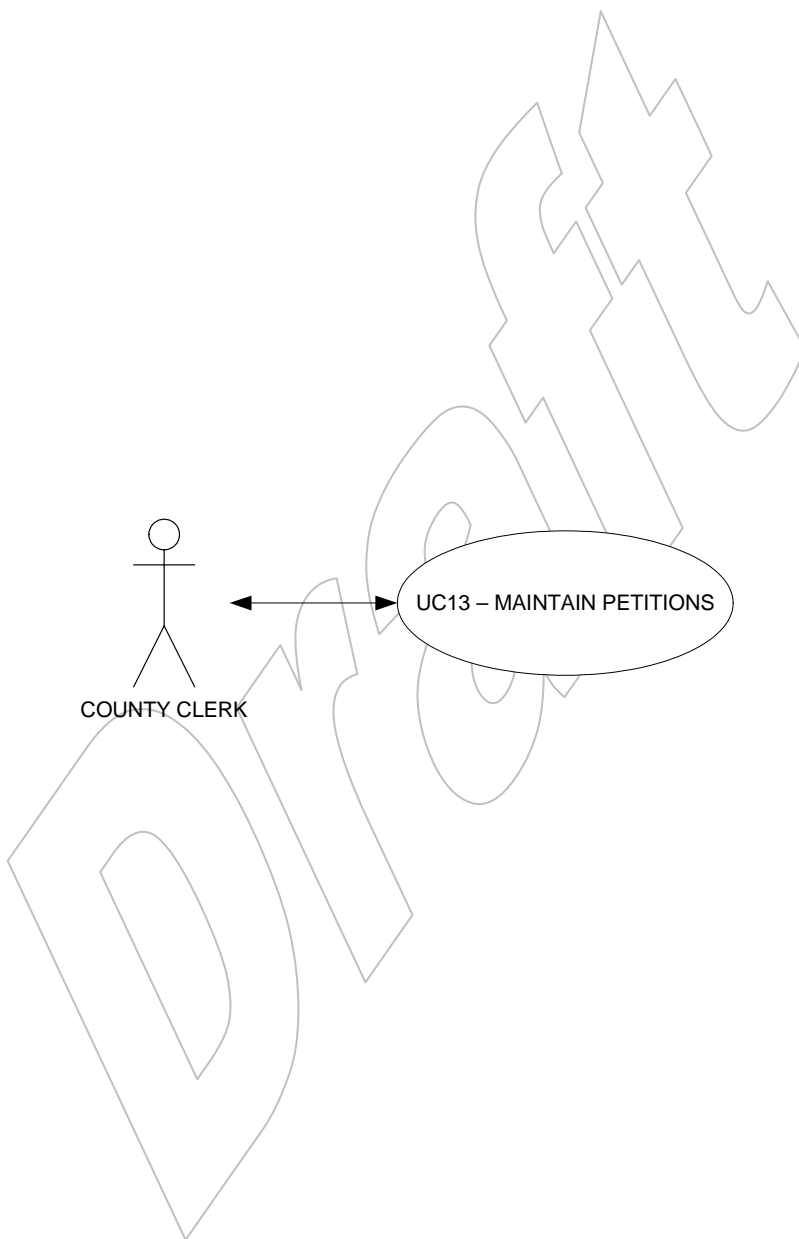
Participating Actor None

Priority High

Frequency of use Low

6.9. UC13 - Maintain Petitions

Use Case Diagram



UC13.1 - Maintain Petition Information

Description

The County Clerk can view or maintain information about the petitions filed in his/her county.

Invoking Actor

County Clerk

Assumptions

None

Preconditions

The County Clerk has logged into the application

Post Conditions

Information about the petition filed in the county has been maintained.

Normal Flow

1. The County Clerk will be able to view the following information for the petitions filed in the county:
 - Petition name
 - Document number
 - Name of person who filed the petition
 - Date when the petition was filed
 - Start date of petition
 - End date of petition
 - Distribution rules
 - Number of people who have signed the petition
2. The County Clerk will be able to add a new or maintain the above information for the petitions filed in the county.
3. The County Clerk can delete an existing petition.

Alternate Flow

None

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

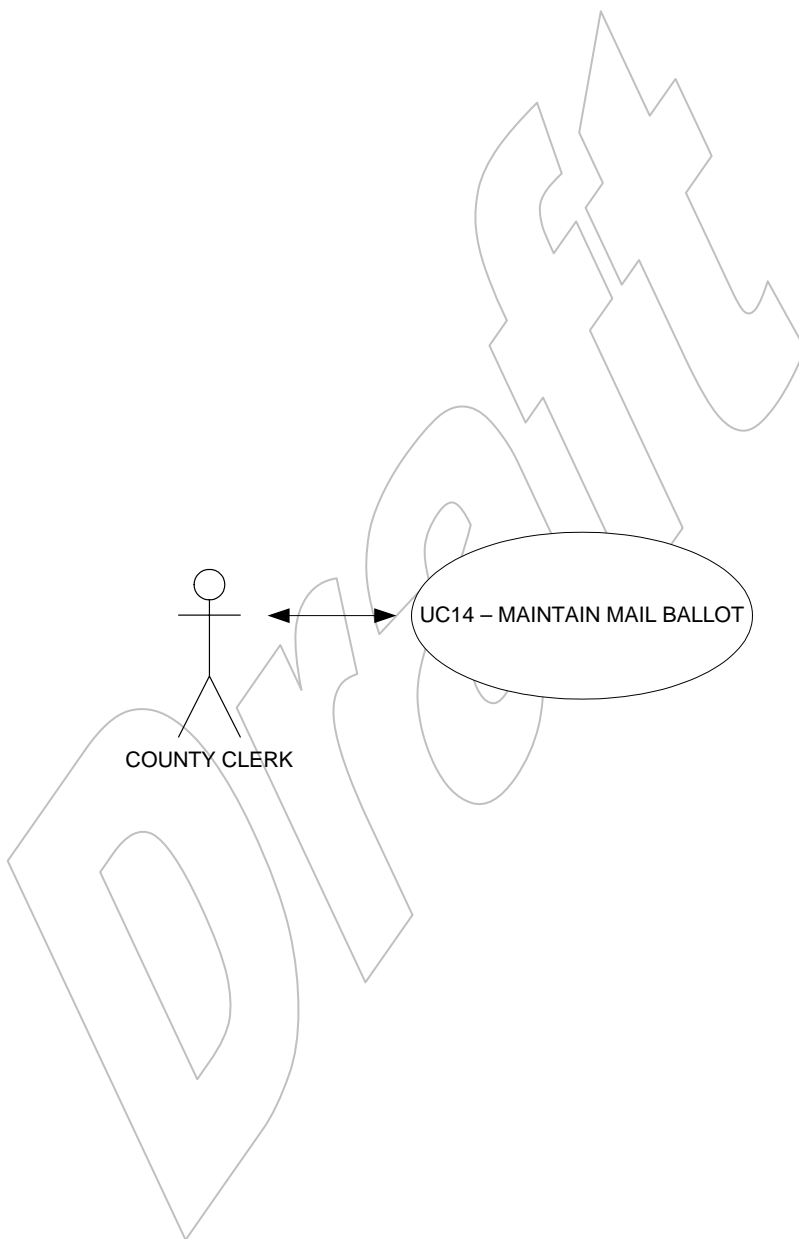
Priority High

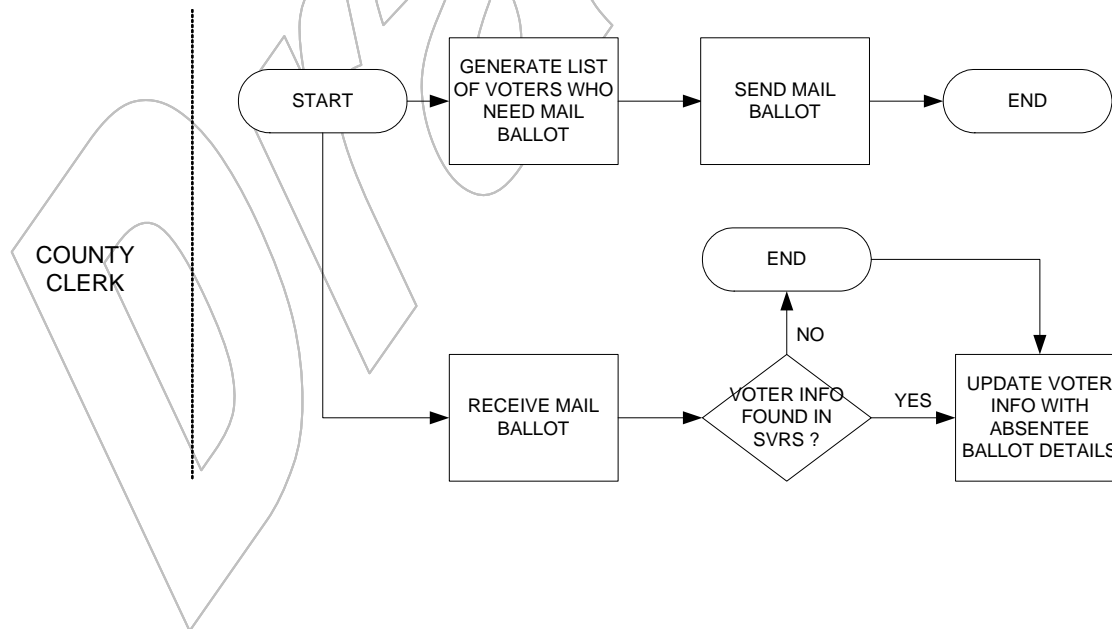
Frequency of use Low

Draft

6.10. UC14 - Maintain Mail Ballot

Use Case Diagram





UC14.1 Send Mail Ballot To Registered Voter

Description

The County Clerk can generate a list of voters for whom mail ballots need to be sent for a specific election.

Invoking Actor

County Clerk

Assumptions

The County Clerk has specified the elections that require mail ballots.

Preconditions

County Clerk has logged into the application.

Post Conditions

The voter's record is updated to reflect that the mail ballot has been sent.

Normal Flow

1. The County Clerk selects the election for which the mail ballot is to be sent and the districting parameters for which the mail ballot needs to be sent.
2. The system generates a list of voters in the county who belong to the selected districting parameter with the following information:
 - List of voters to whom the mail ballot will be sent
 - Unique id
 - Last name
 - First name
 - Mailing address
 - Bar code of unique id
3. The County Clerk can confirm that the system update the following information for the voters included in the list:
 - Election for which mail ballot was sent
 - Date when mail ballot request was sentThe system will update the above information.

Alternate Flow

None

Includes

None

Exceptions

None

Benefiting Actor

County Clerk

Participating Actor None

Priority High

Frequency of use High

DRAFT

UC14.2 Receive Mail Ballot From A Registered Voter

Description

The County Clerk receives the mail ballot from the registered voter. The County Clerk can either scan the bar code on the mail ballot or enter the voter's id on the mail ballot to retrieve the voter's information. The County Clerk can update the voter information with the receipt details.

Invoking Actor

County Clerk

Assumptions

The County Clerk has received the mail ballot from the registered voter.

Preconditions

1. The County Clerk has logged into the application.
2. The County Clerk has retrieved the information for the voter who has sent the mail ballot.

Post Conditions

The voter's record is updated to reflect that the mail ballot has been received.

Normal Flow

The County Clerk updates the following information for the voter:

- Date when mail ballot was received from the voter
- Mode of receipt (walk-in, third party, via mail)

Alternate Flow

None

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

Priority High

Frequency of use High

UC14.3 Send Replacement Mail Ballot To Registered Voter

Description

If the County Clerk receives a request from the registered voter for a replacement mail ballot, the County Clerk can update the voter information to indicate the same.

Invoking Actor

County Clerk

Assumptions

The County Clerk has verified the replacement mail ballot requested by the voter.

Preconditions

1. The County Clerk has logged into the application.
2. The County Clerk has retrieved the information for the voter who has requested for the replacement mail ballot.

Post Conditions

The replacement mail ballot details are updated.

Normal Flow

The County Clerk can update the following information for the voter:

- Replacement mail ballot request date
- Replacement mail ballot sent date

Alternate Flow

None

Includes

None

Exceptions

None

Benefiting Actor None

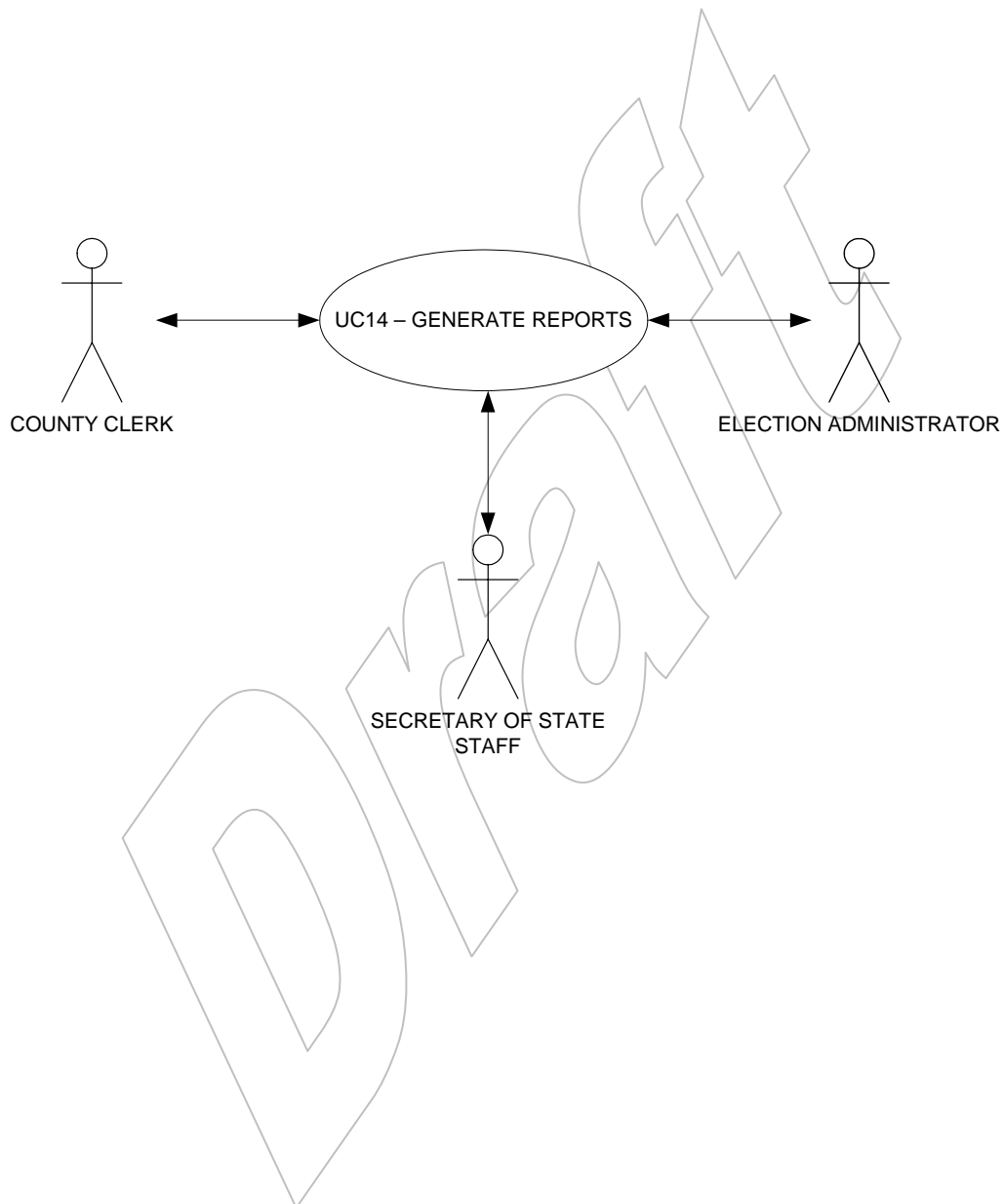
Participating Actor None

Priority High

Frequency of use High

6.11. UC15 - Generate Reports

Use Case Diagram



UC15.1 - Generate Ad Hoc Queries

Description

The County Clerk can create, save, and execute ad hoc queries. The County Clerk can specify the filters for the query and the output fields for the query.

Invoking Actor

County Clerk, Secretary of State

Assumptions

None

Preconditions

The County Clerk has logged into the application

Post Conditions

The query has been executed or saved.

Normal Flow

1. The County Clerk will be able to view the list of saved ad hoc queries for his county.
2. The County Clerk will be able to add new or maintain existing ad hoc queries.
3. The County Clerk will be able to execute an ad hoc query and save the output as an electronic file or print.

Alternate Flow

None

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

Priority High

Frequency of use Low

UC15.2 - Generate Confirmation Notices

Description

The County Clerk can print the first and second confirmation notice for a registered voter who

- has not voted in the previous federal election, and
- has not submitted a voter registration card or transfer of address card since the day that the previous federal election was conducted, and
- was not contacted directly

Amongst other information, the confirmation notices will contain the bar code for the voter.

The County Clerk may also indicate that the voter was contacted directly instead of receiving a confirmation notice by mail.

Invoking Actor

County Clerk

Assumptions

None

Preconditions

- The County Clerk has logged into the application.
- The County Clerk has selected the federal election for which voters who did not vote need to be sent a confirmation notice.

Post Conditions

The confirmation notice has been printed.

Normal Flow

1. The County Clerk can generate the first confirmation notice for all provisionally registered and legally registered voters in the county who:
 - did not participate in the previous federal election, and
 - did not submit a voter registration card or transfer of address card since the day when the previous federal election was conducted, and
 - was not contacted directly

The system will update the following information for the registered voter:

- First confirmation notice sent ? (yes)
- Date the first confirmation notice was sent

2. The County Clerk can generate the second confirmation notice for all provisionally registered and legally registered voters in the county who:
 - did not participate in the previous federal election, and
 - have not replied to the first confirmation notice.

- did not submit a voter registration card or transfer of address card since the day when the previous federal election was conducted, and
- was not contacted directly

The system will update the following information for the registered voter:

- Second confirmation notice sent ? (yes)
- Date the second confirmation notice was sent

Alternate Flow

The County Clerk can update the following to indicate that the voter was contacted directly instead of receiving the confirmation notices by mail:

- Contacted directly in lieu of confirmation notice ? (yes)
- Date contacted

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

Priority High

Frequency of use Low

UC15.3 - Generate Register

Description

The County Clerk can print the register for a specific election using the customizable template for his/her county. Amongst other information, the register will contain the bar code for the voter.

Invoking Actor

County Clerk

Assumptions

None

Preconditions

The County Clerk has logged into the application

Post Conditions

The register has been generated.

Normal Flow

1. The County Clerk can specify the election and precinct for which the register needs to be printed.
2. The register will be printed with the following information:
 - Election name
 - Precinct details
 - List of non-purged voters
 - Unique voter id
 - Bar code
 - First name
 - Last name
 - Residence address
 - * Street
 - * City
 - * State
 - * Zip
 - Voter status (provisionally registered, legally registered, inactive)
 - Absentee Ballot Status (ballot sent, ballot received)

Alternate Flow

None

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

Priority High

Frequency of use High

DRAFT

UC15.4 - Generate Jury Lists

Description

The County Clerk can generate jury lists for district court, justice court, city court, and federal court. The jury list may be generated based on a random selection of active registered voters. Or the County Clerk may provide the district court, city court, and justice court a complete list of all active registered voters. In case a random list is generated, a registered voter can appear on only one of the lists in a year.

Invoking Actor

County Clerk

Assumptions

None

Preconditions

The County Clerk has logged into the application

Post Conditions

The jury list has been generated.

Normal Flow

1. The County Clerk can specify the following input parameters:
 - Year for which jury list is to be generated
 - List choice (random list, complete list)
 - Court type (district court, city court, justice court)
 - Number of jurors if list choice is “random list”
2. If a random list is to be generated, the system will pick the required number of jurors who have not been selected for the jury list in the same year.
3. The system will update the voter information with the following:
 - Year for which voter was selected for the jury list
 - Court type (district court, city court, justice court)

Alternate Flow

If a complete list is to be generated, the system will list all the active registered voters.

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

Priority High

Frequency of use High

DRAFT

UC15.5 - Generate List of Voters Who Signed A Petition

Description

The County Clerk can generate a list of voters who signed a specific petition.

Invoking Actor

County Clerk

Assumptions

None

Preconditions

1. The County Clerk has logged into the application
2. The petition has been created in SVRS

Post Conditions

The list of voters who have signed a specific petition has been generated.

Normal Flow

1. The County Clerk can select a petition for which the list has to be generated.
2. The list is generated as follows:
 - Unique id
 - First name
 - Last name
 - Residence address
 - Street address
 - City
 - State
 - Zip
 - Voter status

Alternate Flow

None

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

Priority High

Frequency of use High

Draft

UC15.6 - Generate Ballot Format

Description

The County Clerk can generate a ballot format report to list the ballots and number of ballots needed for the election to be held in the county.

Invoking Actor

County Clerk

Assumptions

None

Preconditions

1. The County Clerk has logged into the application.
2. The election has been created in the application.

Post Conditions

The ballot format has been generated.

Normal Flow

1. The County Clerk can select the election for which the ballot format has to be generated.
2. The ballot format is generated.

Alternate Flow

None

Includes

None

Exceptions

None

Benefiting Actor

None

Participating Actor

None

Priority

High

Frequency of use

High

UC15.7 - Generate Absentee Ballot Report

Description

The County Clerk can generate a list of voters who requested, received, and sent back absentee ballots for a specific election or during specific time periods. The list can be viewed, saved, printed, and exported.

Invoking Actor

County Clerk

Assumptions

None

Preconditions

1. The County Clerk has logged into the application.
2. The election has been created in the application.

Post Conditions

The absentee ballot report has been generated.

Normal Flow

1. The County Clerk can select an election for which the absentee ballot has to be generated.
2. The list is generated for all voters who have requested for, received, and sent absentee ballots for the specific election as follows:
 - Unique id
 - First name
 - Last name
 - Address to which absentee ballot was sent, if not military address
 - Street address
 - City
 - State
 - Zip
 - Address to which absentee ballot was sent, if military address
 - Date when absentee ballot request was received
 - Date when absentee ballot was sent
 - Date when absentee ballot was received
 - Voter status

The list of voters will be grouped by military and non-military personnel.

Alternate Flow

None

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

Priority High

Frequency of use High

DRAFT

UC15.8 - Generate Demographic Report

Description

The Secretary of State Staff can generate a report detailing the count of registered voters by age for one or more counties.

Invoking Actor

- Secretary of State Staff
- County Clerk

Assumptions

None

Preconditions

The Secretary of State Staff/County Clerk has logged into the application

Post Conditions

The demographic report has been generated.

Normal Flow

1. The Secretary of State Staff can select one or more counties for which the demographic report is to be run.
2. A report listing the count of registered non-deceased voters by age range grouped by county and voter status is generated.

Alternate Flow

None

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

Priority High

Frequency of use High

UC15.9 - Generate Certificate Of Registration

Description

The County Clerk can generate a certificate of registration for registered voters in the county.

Invoking Actor

County Clerk

Assumptions

None

Preconditions

- The County Clerk has logged into the application.
- The County Clerk has retrieved the voter for whom the certificate is to be printed.

Post Conditions

The certificate has been generated.

Normal Flow

1. The County Clerk specifies the parameters for voters in his/her county whose certificate of registration needs to be printed.
2. The system lists all the voters who match the above criteria.
3. The County Clerk can select one or more voters in the list whose certificate of registration needs to be printed.
4. The system will then print the Certificate of Registration for each selected voter. The card is printed based on the template customized for the county.

Alternate Flow 1

The County Clerk can retrieve a specific voter's information and print a Certificate Of Registration for just that voter.

Alternate Flow 2

If there is no customized template for the Certificate Of Registration available for the county, the template prescribed by the State of Montana will be used instead.

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

Priority High

Frequency of use High

DRAFT

UC15.10 - Generate Duplicate Voter Report

Description

The Secretary of State Staff can generate a report listing the duplicate registered voters in the system.

Invoking Actor

Secretary of State Staff

Assumptions

None

Preconditions

The Secretary of State Staff has logged into the application

Post Conditions

The duplicate voter report has been generated.

Normal Flow

A report listing all duplicate voters with the same last name and the same date of birth is generated. The following information is displayed for each duplicate voter found in the report.

- Unique id
- Last name
- First name
- Date of birth
- County of residence
- Status

The list will be grouped by the last name and date of birth.

Alternate Flow

If no duplicate voter is found in the system, the system will display the following message to the user and the use case ends:

“No duplicate voters found in the system.”

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

Priority High

Frequency of use High

DRAFT

UC15.11 - Generate Confirmation Letter For Poll Worker

Description

The County Clerk can generate confirmation letters to one or more poll workers in the system.

Invoking Actor

County Clerk

Assumptions

None

Preconditions

The County Clerk has logged into the application.

Post Conditions

Confirmation letters have been generated.

Normal Flow

1. The County Clerk can enter the search criteria for the poll workers for whom confirmation letters need to be generated.
2. The system will generate a confirmation letter for each poll worker who matches the search criteria. The confirmation letter to a poll worker will contain the following information:
 - Last name
 - First name
 - Mailing Address
 - Election for which the voter is serving as a poll worker
 - Polling station to report to
 - Hours to work
 - Role of the poll worker

Alternate Flow

If no poll worker match voter is found, the system will display the following message to the user and the use case ends:

“No poll worker found matching the search criteria.”

Includes

None

Exceptions

None

Benefiting Actor

None

Participating Actor None

Priority High

Frequency of use High

DRAFT

UC15.12 - Generate Letter Requesting Updated Voter Information

Description

DMV will, at periodic intervals, send an electronic listing of all drivers' licenses that have been renewed since such information was last sent. The system will identify potential voters in the system that are listed in the renewal license file but have not provided his/her new license number. The system will notify the County Clerk of all such potential matches. The County Clerk can then generate letters to one or more such voters identified by the system. The letter would be request that the voter update his/her information.

Invoking Actor

County Clerk

Assumptions

None

Preconditions

1. The County Clerk has logged into the application.
2. The system has notified the County Clerk about potential matches with registered voters who have renewed their licenses with DMV but have not updated his/her information in the system (as specified in UC8.1 - Notify County About Driver's License Renewals).
3. The County Clerk has viewed the voter's information and has confirmed that the information update request needs to be sent to the voter.

Post Conditions

Information update request letters have been generated.

Normal Flow

1. The County Clerk can select one or more registered voters for whom information update request letters need to be generated.
2. The system will generate a request letter for each selected registered voter with the following information:
 - Last name
 - First name
 - Mailing Address
 - Residence Address
 - Driver's license number

Alternate Flow

None

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

Priority High

Frequency of use High

DRAFT

UC15.13 - Generate Training Certificate For Poll Worker

Description

The County Clerk can maintain details of the training that a poll worker has attended. The County Clerk can also automatically generate certificates for the trainings attended by a poll worker.

Invoking Actor

County Clerk

Assumptions

None

Preconditions

The County Clerk has logged into the application.

The County Clerk has updated the details on the trainings attended by the poll worker.

Post Conditions

Certificates for the trainings attended have been generated.

Normal Flow

1. The County Clerk can view a list of all registered voters who have attended a poll worker training. The County Clerk can select one or more registered voters from this list.
2. The system will generate a certificate for each selected registered voter with the following information:
 - Last name
 - First name
 - Mailing Address
 - Residence Address
 - Training details
 - Training Name
 - Date attended
3. The County Clerk can confirm that system automatically update voter information that the certificate has been issued for the training. The system will update the required information.

Alternate Flow

None

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

Priority High

Frequency of use High

DRAFT

UC15.14 - Generate Poll Worker Related Financial Report

Description

The County Clerk can maintain details of the payment due to a poll worker for training and for serving as a poll worker. The County Clerk can generate a financial report listing payments pending to a poll worker. The County Clerk can also update the payment information to indicate that the payment has been made.

Invoking Actor

County Clerk

Assumptions

None

Preconditions

The County Clerk has logged into the application.

The County Clerk has updated poll worker information on hours served for training and hours served as a poll worker.

Post Conditions

Financial report on pending payments to a poll worker has been generated.

Normal Flow

1. The County Clerk can generate a report listing the payment due to all poll workers who have not been paid for a training attended and/or for hours served as a poll worker. The report will contain the following:
 - Last name
 - First name
 - Mailing address
 - Residence address
 - Training details
 - Training name
 - Date attended
 - Hours attended
 - Hourly rate
 - Amount due
 - Poll work details
 - Election name
 - Date served as poll worker
 - Hours served as poll worker
 - Role
 - Hourly rate
 - Amount due
2. The County Clerk can confirm that system automatically update voter information that the payment has been issued for all the pending payments listed in the report. The system will update the required information.

Alternate Flow

None

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

Priority High

Frequency of use High

DRAFT

UC15.15 - Generate Mail Ballot Report

Description

The County Clerk can generate a list of voters who received and sent back mail ballots for a specific election.

Invoking Actor

County Clerk

Assumptions

None

Preconditions

The County Clerk has logged into the application.

The election has been created.

Mail ballots have been marked as received.

Post Conditions

The mail ballot report has been generated.

Normal Flow

1. The County Clerk can select an election for which the mail ballot has to be generated.
2. The list is generated for all voters who have received and sent mail ballots for the specific election as follows:
 - Unique id
 - First name
 - Last name
 - Address to which mail ballot was sent
 - Street address
 - City
 - State
 - Zip
 - Date when mail ballot was sent
 - Date when mail ballot was received
 - Number of replacement ballots sent
 - Dates when replacement ballots were sent
 - Voter status

Alternate Flow

None

Includes

None

Exceptions

None

Benefiting Actor None

Participating Actor None

Priority High

Frequency of use High

DRAFT

UC15.16 - Generate Audit Trail Report

Description

The County Clerk can generate a report on the history of changes made to one or more registered voter's information. This includes name change history, address change history, voting history, activity history (detailing all the updates that were made to the voter's information). The County Clerk can also view all the information maintained by one or more users of the system.

Invoking Actor

County Clerk

Assumptions

None

Preconditions

The County Clerk has logged into the application

Post Conditions

The audit trail report has been generated.

Normal Flow

1. The County Clerk can select one or more voters for whom the audit trail report is to be generated. The County Clerk can also select the type of audit trail required including:
 - Name change
 - Address change
 - Voting history
 - Activity history
2. The report is generated for all selected voters and contains the following information for each voter in the list:
 - Unique id
 - First name
 - Last name
 - Mailing address
 - Residence address
 - List of all previous names, if requested
 - Previous first name
 - Previous last name
 - Changed by
 - Change date
 - List of all previous mailing addresses, if requested
 - Previous mailing address
 - Changed by
 - Change date

- List of all previous residence addresses, if requested
 - Previous residence address
 - Changed by
 - Change date
- List of all voter activity, if requested
 - Information updated
 - Changed by
 - Change date
- Voter status

Alternate Flow

The County Clerk can select one or more system users for whom the report needs to be generated. The system generates the report sorted by the user name and containing the following:

- User name
- List of voters whose information has been maintained by the user
 - Unique id
 - First name
 - Last name
 - Mailing address
 - Residence address
 - List of all information updated
 - Change date

Includes

None

Exceptions

None

Benefiting Actor

None

Participating Actor

None

Priority

High

Frequency of use

High

7. External Interface Requirements

7.1. Interface with DMV

The system will interface with DMV to verify one or more of the following information provided by a voter:

- Last 4 digit of SSN
- License number
- State id

At the time of implementation of the system, the existing registered voter information available with the counties will be migrated to the central repository in the system. During this migration, the registered voter information will be verified against the DMV records in a batch mode.

After implementation, the verification of new voter registration or voter re-registration will be performed in one of the following modes:

- Real-time verification
- Batch verification

The following registered voter information will be provided to DMV for verification:

- First name
- Middle name
- Last name
- Date of birth
- Last 4 digit of SSN
- License number
- State id

If DMV determines that no match was found, it will return that no match was found. If DMV determines that there is a unique match, it will return that a match was found. If DMV determines that multiple matches were found, it will return the following for each match:

- Name
- Date of Birth
- Residence address
- Mailing address
- SSN
- Most current driver's license number
- State id number, if available
- Deceased person indicator (yes / no)

At pre-defined intervals, DMV will also provide a list of all drivers' licenses renewed in the state of Montana.

7.2. Interface with DPHHS

The system will interface with DPHHS to mark registered voters as deceased.

At the time of implementation of the system, the existing registered voter information available with the counties will be migrated to the central repository in the system. During this migration, the registered voter information will be verified against the DPHHS records in a batch mode to verify if the voter is deceased or not.

After implementation, DPHHS will electronically transmit a file containing information about residents of Montana who died within the state. The information will be transmitted at pre-defined intervals of time. The information that will be transmitted is as follows:

- List of Montana residents who died in Montana since the last file was transmitted
 - Name of deceased
 - Date of birth
 - Date of Death
 - SSN
 - Residency county
 - Residential address
 - Information transmitted earlier indicator (yes / no)

7.3. Interface with Department of Corrections

The system will interface with Department of Corrections to mark a registered voter as purged in case he/she was incarcerated as a felon.

At the time of implementation of the system, the existing registered voter information available with the counties will be migrated to the central repository in the system. During this migration, the registered voter information will be verified against the Department of Corrections records in a batch mode to verify if the voter was incarcerated as a felon.

After implementation, Department of Corrections will electronically transmit a file containing information about residents of Montana who was incarcerated as a felon. The information will be transmitted at pre-defined intervals of time. The information transmitted is as follows:

- List of Montana residents who were incarcerated since the last file was transmitted
 - Name
 - Date of birth
 - Driver's license number, if available
 - SSN
 - Sentencing county
 - Alias